

# *Central Database Tracing Operations*



# Contents

<b>CENTRAL DATABASE TRACING OPERATIONS .....</b>	<b>I</b>
<b>I INTRODUCTION .....</b>	<b>9</b>
INTRODUCTION .....	10
REQUIREMENTS .....	10
HOW TO USE THIS MANUAL .....	10
<i>Areas covered</i> .....	10
<i>Documentation conventions</i> .....	10
<b>II ACCESS THE ACG CENTRAL DATABASE TRACING .....</b>	<b>11</b>
<i>User manual</i> .....	12
<i>Computer Access Request Form</i> .....	13
<i>Forgot your password</i> .....	18
<i>Access blocked</i> .....	19
<i>No access</i> .....	19
<i>Access is disabled</i> .....	20
LOG ON .....	20
CENTRAL DATABASE TRACING MAIN MENU .....	21
<i>Administrative Tools</i> .....	21
Log out .....	21
Change password .....	22
Personal Info .....	22
Remember table sorting .....	23
Time preferences .....	23
<b>III USE THE OPERATIONS MODULE .....</b>	<b>24</b>
ACCESSING THE OPERATIONS (TGV) MODULE .....	25
<i>Menu bar</i> .....	26
EXPORT – OUTBOUND PROCEDURE .....	26
<i>Export: acceptance of ppw - freight and volumetric procedure</i> .....	26
Acceptance of paperwork .....	26
Paperwork Entry .....	27
Very important notes .....	35
Acceptance of freight .....	51
Check-in .....	51
Volumetric procedure .....	52
Weigh and dimensions .....	52
Paperwork Entry - Volumetric Data (tab) .....	55

<i>Export: outbound – manifest procedure</i> .....	60
Manually reload freight into an uld. ....	60
Warehouse .....	60
Link (allocate) a uld to a movement.....	64
New outbound .....	64
Outbound List.....	68
Load (allocate) uld from the TGV warehouse to the outbound movement.....	69
Load mail bags to the outbound movement.....	70
Un-load (de-allocate) an uld from a movement.....	71
Unload a shipment from the container .....	71
Merge handling unit into other handling unit.....	72
Create pre-manifest.....	73
TGV (OPS.....) ULD's .....	73
AHS (H.....) ULD's .....	74
Close and create (final) manifest for a movement .....	74
Close movement .....	75
Create outbound manifest for a movement .....	75
Create outbound manifest including mail CN38/AV7 load for a mvt.....	76
Handle partial manifest.....	77
Re-manifest .....	77
Print manifest.....	78
Send Manifest.....	78
Depart .....	80
Return to origin .....	80
<i>Export: failed connection procedure</i> .....	81
Failed connection of paperwork.....	81
Paperwork Left Behind .....	81
Failed connection of freight .....	82
Freight on hold .....	82
<i>Checkpoints</i> .....	85
Checkpoint on mawb-hawb level. ....	86
Checkpoint on ULD level. ....	86
TRANSIT: TRANSFER PROCEDURE .....	89
<i>Transit: acceptance of ppw procedure</i> .....	89
Accept (transit) paperwork.....	89
PPW acceptance at gateway .....	90
Paperwork Entry .....	90
<i>Transit: Outbound – manifest procedure</i> .....	91
Transfer transit ULD from inbound to outbound movement .....	91
Inbound .....	91
Transfer transit freight to another commercial airline.....	94
Inbound .....	95
<i>Transit: failed connection procedure</i> .....	99
Failed connection of transit paperwork.....	99
Failed connection of transit freight .....	99

<i>Checkpoints</i> .....	99
IMPORT: INBOUND PROCEDURE .....	100
<i>Import: acceptance of ppw procedure</i> .....	100
Accept (import) paperwork .....	100
PPW acceptance at gateway .....	100
Paperwork Entry .....	100
<i>Checkpoints</i> .....	100
<i>Import: proof of delivery - handover procedure</i> .....	101
Create pod on mawb(s) – hawb(s) level .....	101
New POD .....	101
Create pod for an entire ULD (+complete content) .....	106
Create POD for selected ULD(s) .....	106
Print a POD .....	107
Print/Save Changes (first print) .....	107
Close a POD .....	108
Finalize / Close POD .....	108
Unsigned POD's.....	110
USEFULL OPTIONS.....	111
<i>Block/Unblock</i> .....	111
<i>Paperwork Notice</i> .....	112
<i>Mail</i> .....	113
Mail: how to add besides mawbs also the CN38/41/46/47-AV7 to a mfst? .....	113
Create outbound manifest including mail CN38/AV7 load for a mvt.....	113
<i>Outbound List</i> .....	114
Create image file .....	114
Send ICS as CSV file - Import CSV file .....	115
Merge movement.....	118
Lookup ULD from previous movement.....	118
Hide (archive a movement/mfst).....	120
Update outbound .....	121
<i>Manifest</i> .....	121
Search Manifest.....	122
Print layout of different (pre) manifests.....	123
<i>POD</i> .....	129
Select POD (search POD) .....	129
<i>Planning List (menu)</i> .....	130
Import List.....	130
Export List.....	131
Reload List .....	131
Transfer List .....	132
<i>Print (menu)</i> .....	133
Print label.....	133
Print Barcode.....	134
Hospital Area Label .....	134

# List of Figures

figure 1: User manual.....	12
figure 2: ACG Central Database Tracing .....	13
figure 3: Computer Access Request Form .....	14
figure 4: Forgot your password - Access blocked .....	18
figure 5: Userid and email do not match.....	19
figure 6: Userid has been blocked .....	19
figure 7: Unknown user .....	19
figure 8: Userid has been disabled .....	20
figure 9: Main menu .....	21
figure 10: Change password .....	22
figure 11: Personal information page.....	22
figure 12: Password confirmation .....	23
figure 13: Operations (TGV) .....	25
figure 14: Menu bar .....	26
figure 15: Ppw entry .....	27
figure 16: Single MAWB.....	32
figure 17: Disable HAWB input.....	33
figure 18: Remove single MAWB .....	33
figure 19: Enable HAWB input .....	33
figure 20: CCA.....	38
figure 21: Ignore CCA, check permission.....	38
figure 22: Charges found in falcon .....	42
figure 23: Add HAWB .....	44
figure 24: HAWB information.....	46
figure 25: MAWB Preview .....	47
figure 26: MAWB Back Preview .....	47
figure 27: Print Label.....	48

figure 28: Error indications .....	50
figure 29: Check-in Input .....	51
figure 30: Weigh and dimensions .....	52
figure 31: Volumetric entry on MAWB level .....	52
figure 32: Cumulated dimensions/scaled weight .....	53
figure 33: Update volumetric entry .....	54
figure 34: Delete volumetric entry .....	54
figure 35: Volumetric entry on HAWB level .....	54
figure 36: Paperwork entry - Volumetric Data .....	55
figure 37: Warehouse .....	60
figure 38: create new ULD .....	61
figure 39: Reload a shipment in a container .....	61
figure 40: Re-name ULD .....	63
figure 41: Change ULD destination .....	63
figure 42: insert or change ULD description .....	63
figure 43: Delete ULD from warehouse .....	64
figure 44: New Outbound .....	64
figure 45: Outbound list .....	68
figure 46: Update movement details .....	68
figure 47: Set movement destination .....	69
figure 48: Available containers in the warehouse .....	69
figure 49: Loaded ULD(s) of an outbound movement .....	70
figure 50: Mail input .....	70
figure 51: Unload-offload ULD from movement .....	71
figure 52: Unload-remove-shipment from ULD .....	71
figure 53: Merge handling unit into other handling unit .....	72
figure 54: Create pre-manifest .....	73
figure 55: Close movement .....	75
figure 56: Create manifest .....	75
figure 57: Create manifest and add mail bags .....	76
figure 58: Select/add mail bags .....	76
figure 59: Handle partial manifest .....	77

figure 60: Remanifest.....	77
figure 61: Print manifest.....	78
figure 62: example of a manifest.....	78
figure 63: Send manifest.....	78
figure 64: Depart movement.....	80
figure 65: Return movement to origin.....	80
figure 66: Paperwork left behind.....	81
figure 67: Freight on hold.....	83
figure 68: ULD on hold.....	84
figure 69: Checkpoints.....	86
figure 70: Inbound movements.....	89
figure 71: Inbound - MAWB - accept ppw.....	89
figure 72: Arrive inbound movement.....	92
figure 73: Inbound movement - take ownership.....	92
figure 74: Move ULD from inbound movement to TGV warehouse.....	93
figure 75: Transfer ULD from inbound movement to outbound movement.....	94
figure 76: Assign MAWB to transfer to another commercial airline.....	95
figure 77: Create transfer manifest to another commercial airline.....	96
figure 78: Retrieve extra available MAWBs for transfer.....	96
figure 79: Print - Print&close transfer manifest.....	97
figure 80: DHL carrier selection for transfer manifest.....	97
figure 81: Air Cargo Transfer manifest.....	98
figure 82: Track&Trace application - transfer manifest.....	98
figure 83: New POD.....	101
figure 84: Create POD.....	101
figure 85: Update POD.....	102
figure 86: POD show ATA.....	102
figure 87: Add MAWB to POD.....	102
figure 88: Update MAWB POD details.....	103
figure 89: Delete-remove MAWB from POD.....	103
figure 90: Add HAWB to POD.....	104
figure 91: HAWB on POD.....	104

figure 92: Remove HAWB from POD .....	105
figure 93: Search MAWBs available for POD .....	105
figure 94: Create POD for select ed ULD(s) of the TGV warehouse .....	106
figure 95: MAWBs on this container are already on a POD, or container is empty .....	106
figure 96: This container may contains MAWBs without paperwork.....	106
figure 97: Print POD .....	107
figure 98: First print .....	108
figure 99: POD after first print.....	108
figure 100: Close POD.....	109
figure 101: POD - add remarks after closure .....	109
figure 102: Unsigned PODs .....	110
figure 103: Delete POD .....	110
figure 104: Block-Unblock shipments .....	111
figure 105: Paperwork notification input .....	112
figure 106: Paperwork notification .....	113
figure 107: Mail input .....	113
figure 108: Add mail bags to an outbound manifest.....	113
figure 109: Select/add mail bags.....	114
figure 110: Outbound movement - create image file .....	114
figure 111: Save or open image file.....	115
figure 112: ZIP file.....	115
figure 113: Import CSV file.....	115
figure 114: Merge movement.....	118
figure 115: Outbound movement - lookup ULD on previous movement.....	119
figure 116: Hide (archive) a movement-manifest.....	120
figure 117: Update an outbound movement .....	121
figure 118: Search a manifest.....	122
figure 119: Manifest list .....	122
figure 120: Print layout of different (pre) manifests.....	123
figure 121: Search POD .....	129
figure 122: Import list .....	130
figure 123: Export list.....	131



figure 124: Reload list .....	131
figure 125: Transfer list .....	132
figure 126: Print label.....	133
figure 127: Print barcode .....	134
figure 128: Hospital Area print label.....	134

# *I Introduction*

---

This chapter describes the following:

- Introduction
  - Requirements
  - How to use this manual
-

## Introduction

---

**Operations**, better known as **TGV** (Total Global Visibility), module has been developed to replace the TotCon Operations module. The system will allow all GTW's and HUBs to perform and capture a number of operational actions and events.

## Requirements

---

- DHL intranet connection or an Internet connection (high bandwidth)
- A user name and password to access ACG Central Database Tracing application
- A printer
- Internet Explorer 8
- Adobe Acrobat Plug-in

## How to use this manual.

---

### Areas covered

*This manual provides all the information required to use the Operations Module (TGV).*

**Chapter I – Introduction:** describes the system requirements - documentation conventions.

**Chapter II - Access to the ACG Central Database Tracing - Operations program.** Describes how to access ACG Central Database Tracing and go through to the Operations section.

**Chapter III – System Menu.** Describes how to use the several options of the Operations module.

### Documentation conventions

Symbols and conventions used in this manual.

**Note:** A note, displayed in this format, contains important additional or summary information.

**Select:** Point your mouse pointer on the item of choice and click once.



Enter clicking the mouse

A reference used to direct a reader elsewhere for additional information is written in ***bold-italic blue***

## *II Access the ACG Central Database Tracing*

---

This chapter covers the following topics:

- Consult user manual
  - How to request access to the ACG Central Database (TGV) application
  - What to do when you forgot your password
  - What to do when your access is blocked
  - What to do when your access is disabled
  - How to log on to the ACG Central Database (TGV) application
  - How to change your password
  - How to set up your personal preferred sorting
  - How to set up your personal time preference
-

## User manual

### How can I consult the user manual?

On the logon screen a link to the TGV user manual is available.



**Central Database Tracing**  
Please enter your user name & password.

User ID

Password

Login

Passwords can be obtained by filling out the access request form , more information can be obtained from [Pascale Bellekens](#) and [Wim Baert](#)

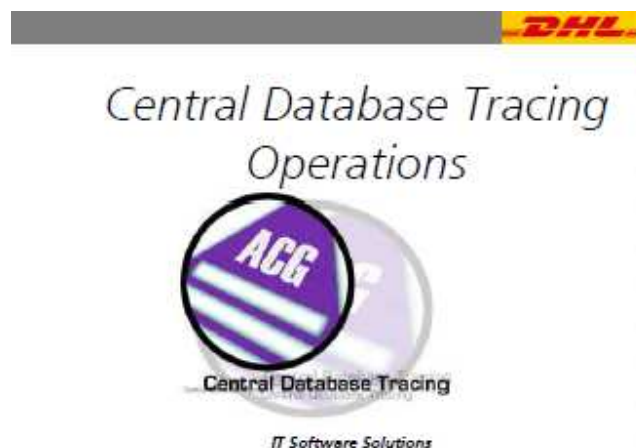
[Computer Access Request Form](#)

[Cognos reports Access Request Form](#)

[TGV User Manual](#)

[Forgot your password ? Access blocked ?](#)

figure 1: User manual



## Computer Access Request Form

### How to request access to Central Database Tracing?

To access the Central Database Tracing, you need a user name and password. When you don't have a valid user name, you can request one by completing the Computer access request form.

#### Requesting a User Name and Password

1. Open a web browser.

Intranet users: enter the URL <http://www-acg.bru-hub.dhl.com/cdb/tracing/index.asp>.

Internet user: enter the URL: <http://aviationcargo.dhl.com/cdb/tracing/index.asp>.

The **Central Database Tracing Login** screen will be displayed.

The on-line computer access request form is available on at the logon screen of the ACG/ Central Data Base Tracing.

figure 2: ACG Central Database Tracing

2. Click the **Computer Access Request Form** link. The **Login Request** screen will be displayed, and is divided in following sections:
  - HOD (Head Of Department) Authorization
  - User Details
  - TGV (operations) Module
  - Volumetric Data Entry
  - Cognos 8 reporting
  - Track&Trace (link to T&T3 application to request access)
  - Parameter Control (restricted only for system administrators)
  - Falcon (restricted only for finance related staff)

3. Fill in the HOD (Head Of Department details) authorization and your user details.

**Commercial Group**

COMMERCIAL GROUP  
**COMPUTER ACCESS REQUEST FORM**

**HOD AUTHORIZATION**

Request Date:

Requested By HOD:

Department:

E-Mail address (HOD):

**USER DETAILS**

☐ New user  
☐ Modify/Re-enable user  
☐ Remove user

Username:

First Name:

Last Name:

Full E-Mail address:

Gateway:

Function/Title:

Tel Nr.:

figure 3: Computer Access Request Form

HOD Authorization	
Request Date	Fill in the date
Requested by HOD	Fill in the name of your <b>Head Of Department</b> (supervisor/manager,..)
Department	Fill in your department name
E-mail address (HOD)	Fill the email address of your <b>HOD</b> (supervisor/manager,..)
User Details	
New User	You are a new user requesting access
Modify User/ re-enable User	You've got access but requesting modification of your user rights Your access is disabled and needs to be re-enabled (active)
Remove User	You no longer require access
Username	Fill in your username
First Name	Fill in your first name
Last Name	Fill in your family name
Full E-mail Address	Fill in your own email address, or in case you've got no email address, then use the one of your supervisor or Head of Department. Use if possible your own e-mail address (important regarding the <i>Forgot your password?</i> option <a href="#">page 18.</a> )
Gateway	Fill in the 3 letter IATA code of the gateway where you're located/working
Function/Title	Fill in your function within the company
Tel Nr	Fill in you complete telephone number

- When done click 'Next' to continue with the next section.

**Note:** The reset button will empty all fields.

TGV (Total Global Visibility) operations Module	
DHL staff or Handling agent	Indication of DHL staff or acting as DHL handling agent
TGV permission only	Access for Genera Sales Agent and Ground Handling
Add	Access to this role(permissions is required/needed)
Remove	Access to this role(permissions is not required/needed)
Roles/Permissions	Hover over the Roles and the permissions will be visualized
Default Scheme	Select the measurement scheme you want to use in this application. <u>Metric</u> : measurement based on kilogram and centimeters <u>Imperial</u> : measurement based on lbs (short for pounds) and inches

- When done click 'Next' to continue with the next section.



**Commercial Group**

COMMERCIAL GROUP  
**COMPUTER ACCESS REQUEST FORM**

**VOLUMETRIC DATA ENTRY**

Add | Remove  
☐ ☐ Volumetric data clerk

**COGNOS 8 REPORTING**

☐ YES ☐ NO

**TRACK & TRACE**

Visit this link to acquire TAT3 access  
 Direct link to the Track&Trace 3 application

Next Reset

Volumetric Data Entry	
Volumetric data clerk	Access to volumetric verification
COGNOS 8 Reporting	
Yes or No	Access Yes or No to the Cognos 8 ACS reports
Track&Trace	
<u>Link</u>	Link to T&T3 application where you can request access.

6. When done click 'Next' to continue with the next section.

**Commercial Group**

COMMERCIAL GROUP  
**COMPUTER ACCESS REQUEST FORM**

**PARAMETER CONTROL**

Add | Remove

- ☐ ☐ ParamCapacity
  - Mawb
  - Mawb / CancelUpdate
  - Mawb / PreadyComUpdate
  - Mawb / PreadyComView
  - ParamCtrl
- ☐ ☐ ParamCapacity3
- ☐ ☐ ParamCustoms
- ☐ ☐ ParamFinance
- ☐ ☐ ParamFinanceSuper
- ☐ ☐ ParamFinPPW
- ☐ ☐ paramreopermawb
- ☐ ☐ ParamTGVSuper
- ☐ ☐ ParamViewOnly

Next Reset

Parameter Control ( <span style="color: red;">only granted to system administrators</span> )	
Add	Access to this role(permissions is required/needed)
Remove	Access to this role(permissions is not required/needed)
Roles/Permissions	Hover over the Roles and the permissions will be visualized

7. When done click 'Next' to continue with the next section.

**Commercial Group**

COMMERCIAL GROUP  
COMPUTER ACCESS REQUEST FORM

**FALCON**

☐ New user

Same rights as user with userid:

☐ Modify user

☐ Remove user

Billing region Selection

Add	Remove	
<input type="radio"/>	<input type="radio"/>	Afr billing via Bru
<input type="radio"/>	<input type="radio"/>	Afr via LEJ
<input type="radio"/>	<input type="radio"/>	Africa
<input type="radio"/>	<input type="radio"/>	Africa - MAA
<input type="radio"/>	<input type="radio"/>	Asia
<input type="radio"/>	<input type="radio"/>	Asia local
<input type="radio"/>	<input type="radio"/>	Asia via LEJ
<input type="radio"/>	<input type="radio"/>	Belgium
<input type="radio"/>	<input type="radio"/>	EAT
<input type="radio"/>	<input type="radio"/>	EAT via LEJ
<input type="radio"/>	<input type="radio"/>	Greece
<input type="radio"/>	<input type="radio"/>	Italy
<input type="radio"/>	<input type="radio"/>	Latin America
<input type="radio"/>	<input type="radio"/>	Middle East
<input type="radio"/>	<input type="radio"/>	Middle East - MAA
<input type="radio"/>	<input type="radio"/>	Panama
<input type="radio"/>	<input type="radio"/>	Panama - BOG
<input type="radio"/>	<input type="radio"/>	Panama - GUA
<input type="radio"/>	<input type="radio"/>	Panama - MEX
<input type="radio"/>	<input type="radio"/>	Panama - SAP
<input type="radio"/>	<input type="radio"/>	Portugal
<input type="radio"/>	<input type="radio"/>	Spain
<input type="radio"/>	<input type="radio"/>	USA
<input type="radio"/>	<input type="radio"/>	Venezuela
<input type="radio"/>	<input type="radio"/>	Venezuela - BOG
<input type="radio"/>	<input type="radio"/>	Venezuela - GYE

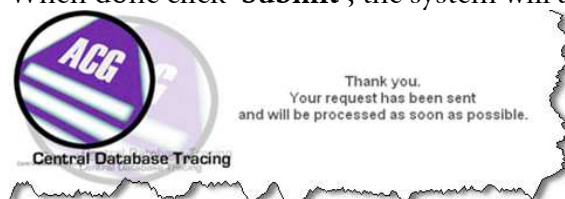
Default currency:

Default scheme: ☒ Metric ☐ Imperial/English

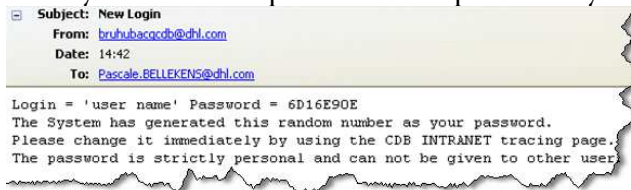
More specific Falcon access rights can be obtained from [BRU ACG Billing department](#).

<b>Falcon (only granted to billing and finance related persons)</b>	
New User	You are a new user requesting Falcon access. You can do so by indicating same access rights as an existing user such as a colleague
Modify User	You've got access but requesting modification of your user rights
Remove User	You no longer require Falcon access
Billing region selection	Specify/flag for which billing region(s) access is required/needed.
Default currency	Fill in the default currency you want to see in Falcon
Default scheme	Metric (measurement and weight based on the meter and the gram) Imperial/English (measurement and weight based on inch and pound)

8. When done click '**Submit**', the system will automatically send your access request.



- Once your access request has been processed you will receive following email.



## Forgot your password

### What to do when you forgot your password?

If you forgot your TGV password use the option: **'Forgot your password?'** The option is available on the login page from the ACG CDB MAWB Tracing.



- Click on the [Forgot your password ?](#) link, following screen will be displayed.



figure 4: Forgot your password - Access blocked

- Fill in your user name and email address, click **'Get password'**, the system will send your TGV password to your email address.

### I've used the forgot your password option but I got an error message. What should I do?

If you don't have an email address or at the time the access was requested a different email address was used, you will need to use the email address which was filled in on your original request. If this is the case you can always sent an email to: [itssupport@dhl.com](mailto:itssupport@dhl.com).



figure 5: Userid and email do not match

## Access blocked

After 3 incorrect attempts to log on the system will block your access.

### What to do when your user access is blocked?

If your user access has been blocked you will get following screen, after you tried to log on.

**Authentication failed!**  
**Reason: This UserId has been blocked**



figure 6: Userid has been blocked

### **IMPORTANT: You can unblock your access yourself!**

Use the : 'Forgot your password? Access blocked?' Consult: [Forgot your password? Page 13](#). Your TGV password is re-sent to your email address and access is un-blocked the same time.

## No access

### I'm not allowed to access the Central Database Tracing. What should I do?

If you don't have a valid username/password for the application you will get following screen.

**Authentication failed!**  
**Reason: Unknown user**



figure 7: Unknown user

You can request access by completing the Computer access request form. For detailed information consult: [How to request access to Central Database Tracing? Page 13](#)

## Access is disabled

### Why is my access to the Central Database Tracing application disabled?

There is an automatic disable function, this is a job which runs everyday at 07:00 UTC, and looks at the last login date of all users. Whenever the last login date is older than 3 months, the access is automatically disabled but not deleted. An email is sent to those disabled users.

#### Your TGV account has been disabled

● bruhubacgcdb@dhl.com

To: Pascale BELLEKENS (DHL BE)

When your access needs to be re-enabled, use the [Computer Access Request Form](#) to ask for re-activation of your access and fill in the information on the first page, also making sure that **Modify User/re-enable User** is selected.

Best regards,  
ITSS Support Team

### My access to the Central Database Tracing application is disabled. What should I do?

If the access of a user is no longer active and an attempt to log on is performed a clear message will indicate the user-id is disabled

**Authentication failed!**  
**Reason: This UserId has been disabled**



figure 8: Userid has been disabled

When your access needs to be re-enabled, use the Computer Access Request Form to ask for re-activation of your access. Refer to Computer Access Request Form--[re-enable User page 14](#)

## Log on

The very first time when you log on, the personal information page is shown, and it is recommended to verify/update your personal information. Consult: [Personal Info page 22](#).

Home

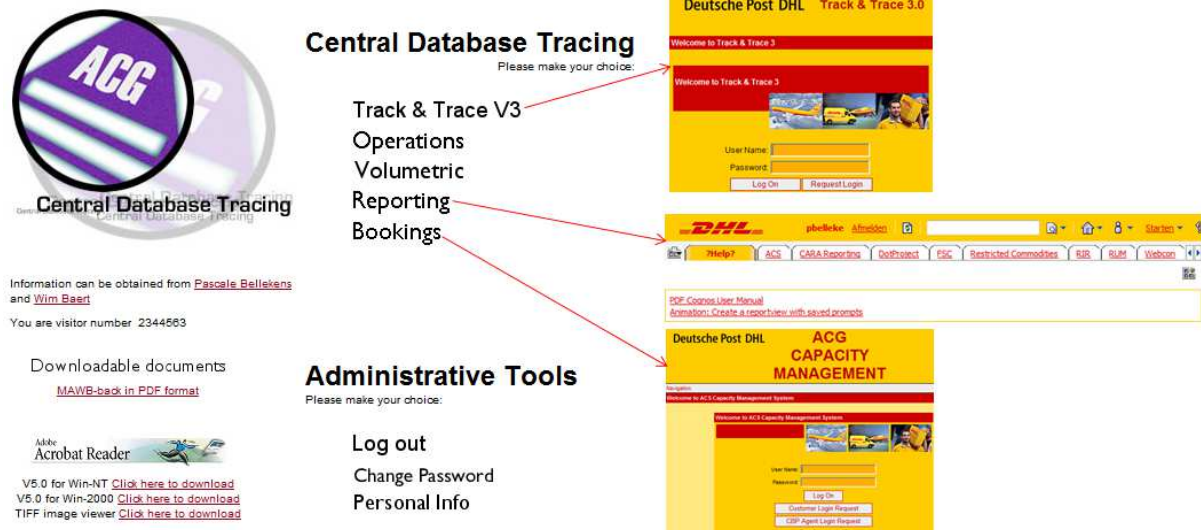
**Personal Information Page for pbelleke**

First Name*	PASCALE
Last Name*	BELLEKENS
E-Mail*	PASCALE.BELLEKENS@DHL.CC
Job Title	IT DWSS
Phone#*	
Fax#	
Remember table sorting	NO
Time preferences	Local

(\*) = required fields

## Central Database Tracing main Menu

The separate applications: T&T3/CMS and COGNOS will open in a new separate window so you can keep your ACG CDB access open.



**Central Database Tracing**  
Please make your choice:

- Track & Trace V3
- Operations
- Volumetric
- Reporting
- Bookings

**Administrative Tools**  
Please make your choice:

- Log out
- Change Password
- Personal Info

Information can be obtained from [Pascale Bellekens](#) and [Wim Baert](#)  
You are visitor number 2344563

Downloadable documents  
[MAWB-back in PDF format](#)

Adobe Acrobat Reader  
V5.0 for Win-NT [Click here to download](#)  
V5.0 for Win-2000 [Click here to download](#)  
TIFF image viewer [Click here to download](#)

Deutsche Post DHL Track & Trace 3.0  
Welcome to Track & Trace 3  
User Name:   
Password:   
Log On Request Login

Deutsche Post DHL  
pBelleke Admin User  
Help? ACS CABA Reporting DoProject ESC Restricted Commodities RIR RUM Webcam

PDF Cognos User Manual  
Animation: Create a report from saved prompts

Deutsche Post DHL  
**ACG CAPACITY MANAGEMENT**  
Welcome to ACG Capacity Management System  
User Name:   
Password:   
Log On  
Customized Login Request  
CGP Agent Login Request  
Reset password?

figure 9: Main menu

## Administrative Tools

### Log out

#### How to log out from the Central Database Tracing?

Click on the 'Log out' listed under **Administrative Tools**, and the system will re-direct the user back to the login screen.

**Central Database Tracing**  
Please enter your user name & password.

User ID:

Password:

**You have been logged out**



## Change password

### How can I change my password?

1. From the main screen, select in the administrative tools the 'Change Password'.



figure 10: Change password

2. Fill in your old/valid password, submit a new password and re-type the new password.
3. Click 'Save new password', following confirmation screen is shown.



4. Continue with '[Click here to login](#)' and the system will re-address the user to the log in screen, where you now can log on with your new password.

## Personal Info

1. Verify and update your personal information.

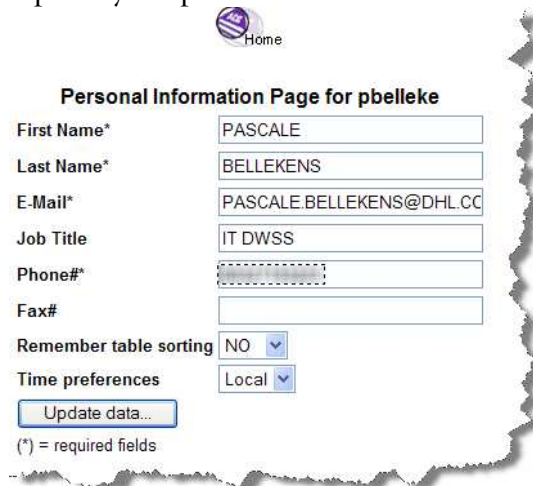


figure 11: Personal information page

2. When finalized click 'Update data'.



figure 12: Password confirmation

3. The system will request to re-enter your password to update your personal info. Re-enter your password and click '**Continue**', the main screen will be displayed.

## Remember table sorting

### How to set up your personal preferred sorting?

1. From the main screen, select in the administrative tools the '**Personal Info**'.
2. Remember table sorting offers the user to possibility to select and save your personal preferred sorting requirements.

## Time preferences

### How to set up your personal time preference?

1. From the main screen, select in the administrative tools the '**Personal Info**'.
2. Time preferences offers you the possibility to choose which time is displayed in the application. Default **UTC** time will be displayed, unless you select **local**.
3. Once your selection is made and you select operations from the menu, the system header also displays your time selection.

**UTC**

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT SCREEN OUTBOUND LIST	LOGGED IN: BELLERKE	GTW: BBN	UTC: YES
									screen location	user	user gateway	time preference

**LT**

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT SCREEN OUTBOUND LIST	LOGGED IN: BELLERKE	GTW: BBN	UTC: NO
									screen location	user	user gateway	time preference



## *III Use the Operations module*

How to manage: **Export** – acceptance and outbound procedures

- Acceptance of paperwork, freight and perform weight and dimensions checks.
- Outbound: reloading the freight, prepare outbound movement and manifest.
- Information of failed connection related to paperwork and/or freight.

How to manage: **Transit** - paperwork and transfer procedures

- Acceptance of paperwork.
- Outbound: handle transfer positions, reloading freight, prepare outbound movement and manifest or handover to another airline and create trsf mfst.
- Information of failed connection related to paperwork and/or freight.

How to manage: **Import** - paperwork and handover procedures

- Acceptance of paperwork.
- Proof of delivery of the freight and create POD.
- Information of failed connection related to paperwork.

How to manage Checkpoints: to represent a situation in time, a snapshot of the cycle of a shipment and capturing more status visibility

For detailed operational information you can also consult GSOP

[http://wcms.intra.dpwn.net/wcmsrepo/repo22041285/repo24181763/repo28216893/Depot/repoFolder93594085/repoFolder339877556/repofolder347653659/repoFolder363272888/bro\\_kve\\_air\\_capacity\\_sales\\_acs\\_v3\\_2012\\_acs\\_acceptance.pdf](http://wcms.intra.dpwn.net/wcmsrepo/repo22041285/repo24181763/repo28216893/Depot/repoFolder93594085/repoFolder339877556/repofolder347653659/repoFolder363272888/bro_kve_air_capacity_sales_acs_v3_2012_acs_acceptance.pdf)  
[http://wcms.intra.dpwn.net/wcmsrepo/repo22041285/repo24181763/repo28216893/Depot/repoFolder93594085/repoFolder339877556/repofolder347653659/repoFolder363272888/bro\\_16\\_2\\_air\\_capacity\\_sales\\_acs\\_v3\\_2012\\_acs\\_transit\\_ops.pdf](http://wcms.intra.dpwn.net/wcmsrepo/repo22041285/repo24181763/repo28216893/Depot/repoFolder93594085/repoFolder339877556/repofolder347653659/repoFolder363272888/bro_16_2_air_capacity_sales_acs_v3_2012_acs_transit_ops.pdf)  
[http://wcms.intra.dpwn.net/wcmsrepo/repo22041285/repo24181763/repo28216893/Depot/repoFolder93594085/repoFolder339877556/repofolder347653659/repoFolder363272888/bro\\_kve\\_air\\_capacity\\_sales\\_acs\\_v3\\_2012\\_acs\\_import\\_ops.pdf](http://wcms.intra.dpwn.net/wcmsrepo/repo22041285/repo24181763/repo28216893/Depot/repoFolder93594085/repoFolder339877556/repofolder347653659/repoFolder363272888/bro_kve_air_capacity_sales_acs_v3_2012_acs_import_ops.pdf)

## Accessing the Operations (TGV) Module

From ACG Central Database main page, select **Operations**.

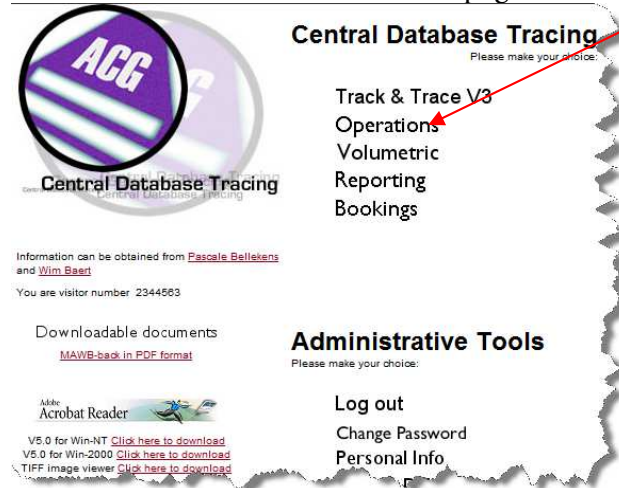


figure 13: Operations (TGV)

Default the outbound screen will be loaded. ([Outbound List page 68](#))

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	PO	PLANNING LIST	PRINT	SCREEN	CUSTOMER LIST	LOOKUP	PREFERENCE	GMT	UTC	UTC-80
#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action							
17	<a href="#">25117</a>	Flight	BRU	LEJ	2013-11-20	2013-11-20 00:10	OPEN	Not Manifested	(AHS3)							
6	<a href="#">BCS111</a>	Flight	BRU	AAL	2014-04-04	2014-04-04 16:00	CLOSED	Complete	<a href="#">Hide</a>							
15	<a href="#">BCS1234</a>	Flight	BRU	MAD	2013-11-25	2013-11-25 11:00	ARRIVED	Complete	<a href="#">Hide</a>							
1	<a href="#">BCS1472</a>	Flight	BRU	LEJ	2014-09-05	2014-09-05 11:00	CLOSED	Partial Manifested	n/a							
5	<a href="#">BCS1234</a>	Flight	BRU	LEJ	2014-05-08	2014-05-08 01:45	CLOSED	Not Manifested	n/a							

### Sorting

The lists in the TGV Module can be sorted ascending or descending.

#	Movement	Type	Org	Dst	Date	Status	Manifest	Action
---	----------	------	-----	-----	------	--------	----------	--------

☷ \* 1 = sort ascending - ☷ \* 2 = sort descending

The user has the possibility to save his personal preferred sorting; consult: [Remember table sorting page 23](#)

### Time display

All Date/time fields are default converted to and displayed accordingly (**Coordinated Universal Time**). UTC does not change with a change of seasons, but local time may change if a time zone jurisdiction observes daylight saving time (summer or winter time). The user has the possibility to change and save his personal time preference; consult: [Time preferences page 23](#)

## Menu bar

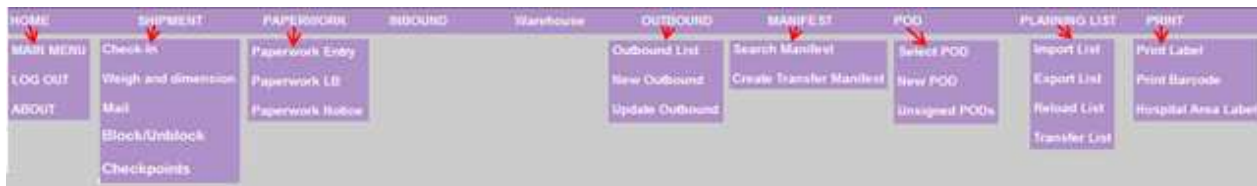


figure 14: Menu bar

- 🖱 **Home** menu: possibility to return to the Main menu, log out or check current version.
- 🖱 **Shipment** menu to open and view the sub menu and select shipment options.
- 🖱 **Paperwork** menu to open and view the submenu and select paperwork options.
- 🖱 **Inbound** (no sub menu) to manage the inbound movements.
- 🖱 **Warehouse** (no sub menu) to manage warehouse activities
- 🖱 **Outbound** menu to open the sub menu which allows to manage outbound movements.
- 🖱 **Manifest** menu to search a generated historical manifest or create a transfer manifest.
- 🖱 **POD** menu to open and view the sub menu to manage pod(s).
- 🖱 **Planning list** menu to open the submenu and select a list option.
- 🖱 **Print** menu to open the submenu and choose a label option.

## Export – outbound procedure

- Acceptance of paperwork, freight and perform weight and dimensions checks.
- Outbound: reloading the freight, prepare outbound movement and manifest.
- Information of failed connection related to paperwork and/or freight.
- Checkpoints: represents a situation in time, a snapshot of the cycle of a shipment

## Export: acceptance of ppw - freight and volumetric procedure

For all export shipments the acceptance of paperwork (Paperwork Entry) and acceptance of freight (Check in) must be captured. All export shipments are subject to volumetric checks.

### Acceptance of paperwork

All paperwork presented to your location for outbound needs to be checked and submitted.

#### Paperwork menu


Hoover on **PAPERWORK**, from the sub menu 🖱 on **Paperwork Entry**.



## Paperwork Entry

This screen allows to add or edit a PPW entry and/or add HAWB info to the MAWB.

**Note:** The cursor position is immediately in the Mawb field, when performing the first paperwork entry and also after a submit for new ppw entry. Purpose is fast data entry.

Fill in the Mawb nr and  **Find paperwork**.

If the entered MAWB has been booked, but there is no PPW entry performed.

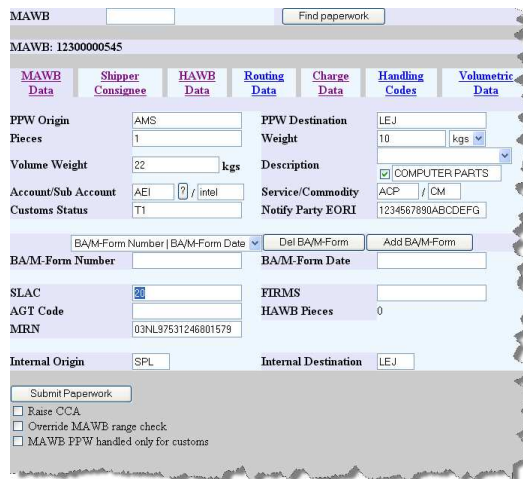
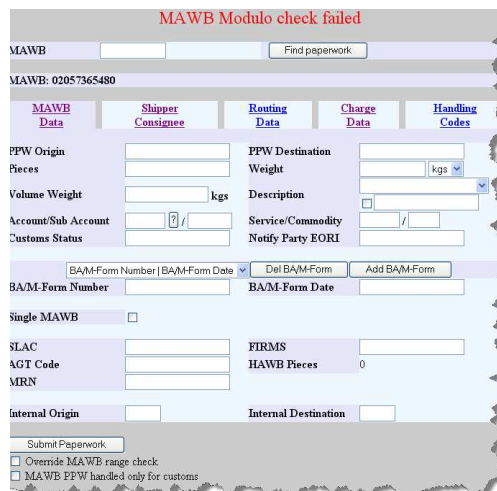


figure 15: Ppw entry

If there's no booking nor PPW entry for the MAWB, following empty page is loaded.



### **Note:**

Sometimes following message is displayed, then please check if MAWB nr is correct!

**MAWB Modulo check failed**, this means the modulus 7 calculation failed.

The Air Waybill comprises three components



- three-digit IATA airline prefix, a seven digit serial number and a check digit

The check digit is based on an unweighted modulus 7 calculation. The seven-digit serial number is simply divided by 7 and the resulting remainder is the check digit.

## MAWB Data (tab)

MAWB: 99220289861

MAWB Data	Shipper Consignee	HAWB Data	Routing Data	Charge Data	Handling Codes	Volumetric Data
PPW Origin	ORD <b>1</b>	PPW Destination	CDG <b>2</b>			
Pieces	5 <b>3</b>	Weight	175 <b>4</b> kgs			
Volume Weight	263.361 <b>5</b> kgs	Description	<b>6</b> CONSOLIDATED			
Account/Sub Account	US1 <b>7</b> ? /	Service/Commodity <b>8</b>	ACP /			
Customs Status	<b>9</b>	Notify Party EORI	<b>10</b>			
B/M-Form Number   B/M-Form Date   Del B/M-Form   Add B/M-Form						
BA/M-Form Number	<b>11</b>	BA/M-Form Date				
SLAC	<b>12</b>	FIRMS	<b>13</b>			
AGT Code	<b>14</b>	HAWB Pieces	16			
MRN	<b>15</b>					
Internal Origin	<b>16</b> ORD	Internal Destination	CDG			
Submit Paperwork <input type="checkbox"/> Raise CCA <b>17</b> <input type="checkbox"/> Override MAWB range check <b>18</b> <input type="checkbox"/> MAWB PPW handled only for customs <b>19</b>						

1 PPW Origin	The 3 letter airport code mentioned on the PPW, point of origin																														
2 PPW Destination	The 3 letter airport code mentioned on the PPW, point of destination.																														
3 Pieces	Total nr of pieces as mentioned on the PPW of the MAWB																														
4 Weight	The weight in KGs or LBs as mentioned on the PPW of the MAWB.																														
5 Volume Weight	Volume wgt (Kg or LB, selected in the wgt section, as mentioned on the PPW( <b>Not mandatory</b> ))																														
6 Description	Select a description from the list or enter a description manually if not within the list. <div><div><div>Description</div><div><div><input checked="" type="checkbox"/></div><div>modems</div></div></div><div>flag the checkbox if using the manual description</div></div>																														
7 Account / subaccount	Enter the 3 letter account code to define the customer or   to open a lookup list to select the account code. Fill in the sub account code in the second entry field ( <b>Not mandatory</b> ): a check is performed on status enabled – disabled (not possible to to submit the paperwork).																														
8 Service & Commodity	Enter the 3 letter service code and if applicable 1 or 2 letter commodity code in 2 nd entry field. Combination of available service&commodity on account level, and depending account matrix restriction. <b>Service Codes</b> <table><tr><th>CODE</th><th>DESCRIPTION</th><th>CODE</th><th>DESCRIPTION</th><th>CODE</th><th>DESCRIPTION</th></tr><tr><td>ACA</td><td>Air Cargo Advantage</td><td>CHA</td><td>Chartered</td><td>GFT</td><td>Truck</td></tr><tr><td>ACE</td><td>Air Cargo Economic</td><td>DFX</td><td>US domestic freight</td><td>TST</td><td>TEST SYNC</td></tr><tr><td>ACP</td><td>Air Cargo Priority</td><td>EXP</td><td>Express Frt AP (Asia Pacific)</td><td>VHW</td><td>Value Heavy Wgt AP</td></tr><tr><td>BSA</td><td>Block Space Agreement</td><td>GFH</td><td>TPH (Third Party Handling) only, not on DHL mvt</td><td></td><td></td></tr></table>	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	ACA	Air Cargo Advantage	CHA	Chartered	GFT	Truck	ACE	Air Cargo Economic	DFX	US domestic freight	TST	TEST SYNC	ACP	Air Cargo Priority	EXP	Express Frt AP (Asia Pacific)	VHW	Value Heavy Wgt AP	BSA	Block Space Agreement	GFH	TPH (Third Party Handling) only, not on DHL mvt		
CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION																										
ACA	Air Cargo Advantage	CHA	Chartered	GFT	Truck																										
ACE	Air Cargo Economic	DFX	US domestic freight	TST	TEST SYNC																										
ACP	Air Cargo Priority	EXP	Express Frt AP (Asia Pacific)	VHW	Value Heavy Wgt AP																										
BSA	Block Space Agreement	GFH	TPH (Third Party Handling) only, not on DHL mvt																												

<b>8 Service &amp; Commodity</b>	<b>Commodity Codes</b>			
	<b>CODE</b>	<b>DESCRIPTION</b>	<b>CODE</b>	<b>DESCRIPTION</b>
	A	Automotive (auto parts)	L1	Live animals (1 horse)
	AU	Automotives	L2	Live animals (2 horses)
	B	Human remains (body)	L3	Live animals (3 horses)
	CH	Chickens	L4	Live animals (4 horses/pos)
	CM	Computer micro chips priority connection	L5	Live animals (5 horses/pos)
	CP	Computer chips	LA	Live animals
	D	Dangerous goods	M	Magazines
	DA	Domestic animals	MC	Miscellaneous 2
	DC	Dry cargo	MM	Mail
	DG	Dangerous goods	MS	Miscellaneous
	DT	DGR cargo transferred to us, in transit with special rate	N	Newspapers
	FL	Flowers	P	Perishable
	FS	Sea Products II	PE	Perishables
	FT	Sea Products I	PH	Pharmaceuticals
	GC	General cargo (also valid for regular general public rates)	RE	Reptiles
	GX	General express cargo (also valid for regular public rates)	VE	Vegetables
	HE	Hatching eggs	VU	Vulnerable cargo
	HR	Human remains	W	Intra West Africa Traders
	L	Live animals	WE	Weapons, guns
<b>9 Customs Status</b>	<p>C: goods in free circulation within EC  X: goods traveling from EC to non EC  T1: goods aren't in free circulation and not conform to EC preferences  T2: goods aren't in free circulation but are conform to EC preferences  TD: goods aren't in free circulation and not conform to EC preferences. The accompanying Transit Document will not be cleared DHL customs.</p>			
	<p><b>Note:</b> When performing an update to an existing booking/ preadvice or the first PPW entry, the customs status is blanked out and the info needs to be entered.</p> <p><b>Very important note: Only applicable for freight org/dest GVA</b>  GVA is an exception regarding the normal custom status regulation.  The airport of GVA has an <b>EC customs zone</b> and a <b>Non EC customs zone!</b>  The existing customs check is extended for the exceptional customs rules for freight origin/destination GVA. Based upon and depending the original paperwork freight with origin/destination GVA can have an EC or NEC related customs status. It is the responsibility of the shipper or handling agent to make sure the correct customs status is clearly mentioned on the paperwork!</p>			
<b>10 Notify Party EORI</b>	<b>Economic Operator Registration and Identification</b>			
	<p><b>Note:</b> An EORI number is unique throughout the European Community, assigned by a customs authority in a Member State to economic operators or persons. By registering for customs purposes in one Member State, an Economic Operator is able to obtain an EORI number which is valid throughout the Community, and then use this number in all communications with any EC customs authorities where a customs identifier is required for example customs declarations. This unique number will be used, for example, on the provision to the customs authorities of pre-arrival and pre-departure information on all goods entering and leaving the customs territory of the Community. The EORI number is also included on the customs declaration when you import your goods from or export goods to countries outside the European Union (EU). In addition it will be used for the exchange of information between the customs authorities as well as between customs authorities and other authorities for example other government departments but only in respect of the movement of goods involving a customs procedure.</p>			



<b>11 BA / M-Form Number:</b>	Enter the BA / M-Form nr this info is mentioned on the hardcopy of the MAWB. Input for manifest purpose is mandatory for goods traveling to Nigeria, heavier than 250 kgs in total (or a max of 50 kgs/pc), in exception to perishables, hatching eggs, diplomatic goods, courier and mail. (This nr is displayed on the Air Cargo & Consolidated Mfst).  <b>Note:</b> This nr is only mandatory for goods traveling to Nigeria. The BA/M-Form number
<b>11 BA / M-Form Date</b>	Enter the BA/M-form date in this entry field, this info is mentioned on the hardcopy of the MAWB. (This Date will be displayed on the Air Cargo Manifest)
<b>Single MAWB</b>	Select this checkbox if the MAWB is a single MAWB (no HAWB's required: See also <a href="#">‘Exceptions for Shipments to the US’ page 32</a> )
<b>12 SLAC Code</b>	Enter the <b>“Shippers Load And Count”</b> this info will be mentioned on the hardcopy of the MAWB. E.g. 1 ULD or a shrinkwrapped pallet – then enter in the SLAC field the actual
<b>13 FIRMS</b>	If a shipment is transferred at destination to a bonded facility, the FIRMS <b>“Facilities Information and Resource Management System”</b> code should be entered. The firms code is mentioned on the hardcopy of the MAWB written in the <i>Handling Information</i> box using the
<b>14 AGT Code</b>	For companies transmitting the info via AMS directly to CBP, the AGT code must be mentioned on the hardcopy of the MAWB written in the <i>Handling Information</i> box using format: AGT-XXXX (e.g., AGT-B123). Enter the Agent code in this entry field.  <b>Note:</b> only applicable for goods to the US and not a mandatory entry field. If the Agent code is available, DHL doesn't need to verify HAWB info, it is the responsibility of the shipper to provide correct data to the CBP, any liability for incorrect data lies solely with the shipper. Sent SITA FHL message to BRUACER or insert hawb(s) via CMS or CMS CBP entry before the shipments arrive at our DHL facility.
<b>HAWB Pieces</b>	Shows the total number of pieces of the HAWB details. (only available if the MAWB has been booked or preadvised with HAWB data or if a PPW entry has already been performed.)
<b>15 MRN</b>	Enter the <b>Movement Reference Number</b> in this field when MRN is on mawb level.  - The MRN field allows an entry of max 18 alphanumeric chars ( <b>not mandatory</b> ). - If received via booking, then this field will display the MRN, otherwise it will be blank. - It isn't possible to insert/add an MRN for both a MAWB and its containing HAWBs. - Adding or updating an MRN is possible on Mawb or Hawb level when doing a new paperwork entry or when you edit an existing paperwork entry. Remove an MRN on mawb, to insert on hawb, consult: <a href="#">Add or update MRN on HAWB level, page 45</a> . Purpose is to meet the ECS (Export Control System) legislative requirements for all declarable shpts prior to the departure of consignments from the EU within the required timeframes.
<b>16 Internal Origin Internal</b>	Enter the 3 letter airportcode: origin point of the internal routing on the DHL network. Enter the three letter airport code regarding the destination point of the internal routing
<b>17 Raise CCA</b>	This flag (default setting is off) allows the user to print out the CCA document after submitting the PPW. See section <a href="#">Charge Data (tab) page 35</a>
<b>18 Override MAWB range check:</b>	The flag is default off. A validation is performed to check if the mawb nr is allocated to the account. To update the allocated account set the flag on.
<b>19 MAWB PPW handled only for customs</b>	If for a reason the user didn't receive original PPW, but needs to perform a PPW entry based upon a copy, the user can flag this checkbox to inform everybody you are not in possession of the original PPW. TGV stores only the last PPW entry for each gateway. This means that Customs reasons indication in T&T3 will only be shown if the last PPW entry in that gtw had the 'MAWB PPW handled only for customs' checkbox flagged.

**Important note: Only applicable for LATAM users!**

Correcting a service/commodity is only possible if the user has a special permission and will require entering his / her credentials in order to check permission to change.

**Important notes concerning MRN:** Movement Reference Number

The objective is to meet the ECS (Export Control System) legislative requirements for all declarable shipments prior to the departure of consignments from the EU within the required timeframes.

\*The required MRN data/reference should be available to the declaring gtw within the required timeframes, in the event they need the MRN(s) to make arrival notification.

\*Ensure declarable shipments leaving the EU are compliant to Safety&Security validation.

\*Ensure that the electronic manifest contains all the necessary MRN data.

**Add or update MRN on MAWB level**

In the MAWB Data tab the related MRN is displayed if available. When the MRN is already added on HAWB level following message is displayed: **MRN on HAWB level exists!**

MAWB: 61583973540 PPW entry done, will be overwritten if you proceed.

MAWB Data	Shipper Consignee	HAWB Data	Routing Data	Charge Data	Handling Codes	Volumetric Data
PPW Origin	CDG	PPW Destination	CMN			
Pieces	1	Weight	6.3	kgs		
Volume Weight	6.5	Description	<input checked="" type="checkbox"/> CONSOLIDATED SHIP			
Account/Sub Account	AEI [?] :	Service/Commodity	ACA / M			
Customs Status	X	Notify Party EORI				
BA/M-Form Number   BA/M-Form Date <input type="button" value="Del BA/M-Form"/> <input type="button" value="Add BA/M-Form"/>						
SLAC		FIRMS				
AGT Code		HAWB Pieces	1			
MRN		<b>MRN on HAWB level exists!</b>				
Internal Origin	CDG	Internal Destination	CMN			

Consult the HAWB data tab to view the MRN

**Note:** An MRN cannot be on MAWB and HBs level, TGV displays a warning message:

MRN Warning -- Web Page Dialog

MRN cannot exist on both MAWB and HAWB levels.

When a shpt is reloaded on Mawb level, the Consolidated (pre) mfst and the 'Consol Ex Acc' (pre) mfst displays the MRN(s) of the related Mawb(s) when available.

Consult: [Print layout of different \(pre\) manifests page 124](#).



### Exceptions for Shipments to the US

Only applicable for shipments that have a US destination and need to be compliant with the US customs regulations. Either a mawb has hawb(s) or is a single mawb without hawb(s). When performing PPW entry for a shpt to the US, the screen loads following info.

#### Single mawb confirmed from CMS or previous paperwork entry.

MAWB: 61566912053 **MAWB is closed! New data entry NOT allowed.**  
 SINGLE MAWB. Confirmed by user PARNOLDI [CMS] on 16-Nov-2005 13:16:06 in DUS

MAWB Data	Shipper Consignee	Routing Data	Charge Data	Handling Codes	Volumetric Data
PPW Origin	DUS	PPW Destination	JFK		
Pieces	1	Weight	1290	kgs	
Volume Weight	1290	Description	<input checked="" type="checkbox"/> SPARES 075 CENTS F...		
Account/Sub Account	GME ? /	Service/Commodity	GFC	/	
Customs Status	X	Notify Party EORI			
BA/M-Form Number   BA/M-Form Date   Del BA/M-Form   Add BA/M-Form					
BA/M-Form Number		BA/M-Form Date			
SLAC		FIRMS			
AGT Code		HAWB Pieces	0		
MRN					
Internal Origin	DUS	Internal Destination	JFK		
<input type="button" value="Print MAWB"/> <input type="button" value="Print MAWB Back"/> <input type="button" value="Print Label"/> <input type="button" value="Block this MAWB"/>					

#### Confirm single mawb

MAWB: 12301022011

MAWB Data	Shipper Consignee	Routing Data	Charge Data	Handling Codes
PPW Origin	bru	PPW Destination	jfk	
Pieces	10	Weight	100	kgs
Volume Weight	150	Description	<input checked="" type="checkbox"/> test	
Account/Sub Account	tst ? /	Service/Commodity		
Customs Status		Notify Party EORI		
BA/M-Form Number   BA/M-Form Date   Del BA/M-Form   Add BA/M-Form				
BA/M-Form Number		BA/M-Form Date		
Single MAWB	<input type="checkbox"/>			
SLAC	10	FIRMS		
AGT Code		HAWB Pieces	0	
MRN				
Internal Origin	bru	Internal Destination	jfk	
<input type="button" value="Submit Paperwork"/>				

figure 16: Single MAWB

When performing a PPW verification, and you notice that the MAWB has no HAwb, the user can check the **Single MAWB** ☒ option.

When selecting this option the system will load the following information.

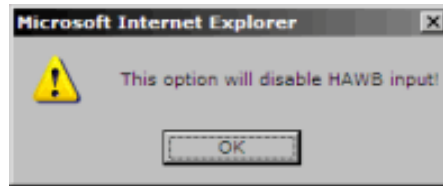


figure 17: Disable HAWB input

Click the **OK** button to close this pop-up message and continue with the PPW entry.

**Note:** once this option is selected, it will be impossible to add any HAWB data to this MAWB, the following information will be displayed after submitting the PPW.

MAWB: 12370002192 PPW entry done, will be overwritten if you proceed.  
SINGLE MAWB. Confirmed by user CHTHOMAS on 13-Mar-2010 01:15:53 in BRU

### Remove single mawb

Only TGV super users are able to remove a confirmed single mawb.

MAWB: 12370001680 PPW entry done, will be overwritten if you proceed.  
SINGLE MAWB. Confirmed by user PBELLEKT on 2013-01-22 13:25 in AAL

MAWB Data	Shipper Consignee	Routing Data	Charge Data	Handling Codes	Volumetric Data
PPW Origin	BRU	PPW Destination	JFK		
Pieces	10	Weight	100	kgs	
Volume Weight	100	Description			
Account/Sub Account	TST ? /	Service/Commodity	ACA /		
Customs Status	X	Notify Party EORI			
BA/M-Form Number   BA/M-Form Date		Del BA/M-Form		Add BA/M-Form	
BA/M-Form Number		BA/M-Form Date			
<b>Remove Single MAWB</b>		<b>Confirm</b>			
SLAC		FIRMS			
AGT Code		HAWB Pieces	0		
MRN					
Internal Origin	BRU	Internal Destination	JFK		
<input type="button" value="Submit Paperwork"/> <input type="button" value="Print MAWB"/> <input type="button" value="Print MAWB Back"/> <input type="button" value="Print Label"/> <input type="button" value="Block this MAWB"/>					
<input type="checkbox"/> Override MAWB range check <input type="checkbox"/> MAWB PPW handled only for customs					

figure 18: Remove single MAWB

Click the **confirm** button. The system will show following pop:



figure 19: Enable HAWB input

Click **OK** to confirm and the system will visualize the Hawb Data section and offers the possibility to add hawb(s). Click **Cancel** to abort the action.


## Shipper / Consignee (tab)

This tab allows the user to add or edit shipper and consignee details

MAWB: 99220961964

MAWB Data	Shipper Consignee	Routing Data	Charge Data	Handling Codes
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>Shipper Information</b></p> <p>Search on name <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Copy last"/></p> <p>Name (*) <input type="text"/></p> <p>Street Address (*) <input type="text"/></p> <p>City (*) <input type="text"/></p> <p>State/Province <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Country (*) <input type="text" value="Afghanistan"/></p> <p>Phone <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Telex <input type="text"/></p> <p>E-mail <input type="text"/></p> <p>EORI <input type="text"/></p> </div> <div style="width: 48%;"> <p><b>Consignee Information</b></p> <p>Search on name <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Copy last"/></p> <p>Name (*) <input type="text"/></p> <p>Street Address (*) <input type="text"/></p> <p>City (*) <input type="text"/></p> <p>State/Province <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Country (*) <input type="text" value="Afghanistan"/></p> <p>Phone <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Telex <input type="text"/></p> <p>E-mail <input type="text"/></p> <p>EORI <input type="text"/></p> <p>Warehouse Location <input type="text"/></p> <p>RUC Number <input type="text"/></p> </div> </div>				

### Search Shipper / Consignee

To search a shipper or consignee, enter at least 1 letter or digit in the “search on name” field and  , the following pop-up box may appear or is blank.


Available Addresses

– Select Shipper –

Name	A J van Deudekom BV c/o Eas Show Am
Street Address	Europaplein 8
City	Amsterdam
State/Province	
Zip Code	1078 GZ
Country	Netherlands The
Phone	
Fax	
Telex	
E-mail	
EORI	
WH Location	

Select from the address dropdown list, or close the window and create a new shipper/consignee.

### Copy last shipper/consignee details

  and the system will complete the last shipper or consignee used.

### Add new shipper/consignee

Key in all available info regarding shipper and consignee as mentioned on the PPW manually.

<b>Name:</b>	Enter the shipper / consignee's full name in this entry field.
<b>Street:</b>	Enter the street name where the shipper / consignee is located
<b>City:</b>	Enter the city where the shipper / consignee is located.
<b>State / province</b>	Enter the state or province of the shipper / consignee
<b>Zip code:</b>	Enter the Zip code of the shipper / consignee location
<b>Country:</b>	Select the country of the shipper / consignee
<b>Phone:</b>	Enter the phone of the shipper / consignee in this entry field.
<b>Fax:</b>	Enter the fax of the shipper / consignee in this entry field.
<b>E-mail:</b>	Enter the E-mail address of the shipper / consignee.
<b>EORI</b>	Enter the <b>Economic Operator Registration and Identification</b>
<b>RUC Number:</b>	Enter the RUC (Registro Unico de Consumidor) = Import License Number. This number is displayed on the MAWB hardcopy and on the consolidated manifest.
<b>WH location:</b>	Allows to identify the warehouse location for this freight. You can add or clear the WH location. This WH location is displayed on the consolidated manifest.

**Routing Data (tab)**

This tab will display the routing details that have been entered during the booking process (in CMS) for the selected MAWB. This data is read-only and can not be edited in TGV.

MAWB: 12370002170					
MAWB Data	Shipper Consignee	HAWB Data	Routing Data	Charge Data	Handling Codes
BRU	MAD	BCS8361	8-Feb-2008		

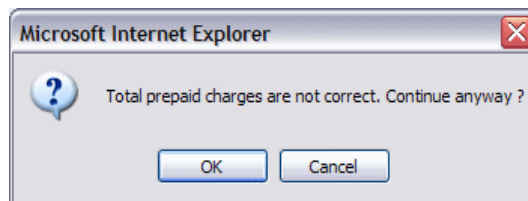
**Charge Data (tab)**

When selecting the Charge Data tab, the system will load the following information.

MAWB		Find paperwork		
MAWB: 61518052016				
MAWB Data	Shipper Consignee	Routing Data	Charge Data	Handling Codes
<input type="checkbox"/> Charge Declarations at Origin				
Currency	USD			
Prepaid/collect	P			
Weight charges		Valuation charge		
Tax		Charges due Agent		
Charges due Carrier				
Total Prepaid				
<input type="button" value="Submit Paperwork"/>				
<input type="checkbox"/> Override MAWB range check <input type="checkbox"/> MAWB PPW handled only for customs				

Add or correct charges of the MAWB, this information is shown on the PPW. Flag the checkbox 'Charge Declarations at Origin' to allow input. A selection is needed to define the currency and if the charges are P (Pre-Paid) or C (Collect), combining C & P is not possible.

When you submit the PPW, the system will check if the total of the charges is correct and provide the option to continue or return to the Charges Tab and correct the totals.

**Very important notes**

- The set up to allow CCA, whereas the user can create manually a CCA or an automatic CCA is raised, is via the parameter control on prefix level. So only when the prefix is CCA enabled the checkbox to raise a manual CCA is visible.
- A CCA can only be raised at the GTW where the first PPW entry is or has been performed. A CCA document logs the changes of the previous PPW entry and the last performed entry and accumulates the comments added to each CCA.
- When the rate and charges are set up in Falcon in USD, and the charges mentioned on the PPW are in a different currency, the user can submit the MAWB charges in the currency as mentioned on the PPW and the system will perform the

currency conversion calculation to check versus the charges found in Falcon, and take in consideration the tolerance limit level.

The currency conversion is set up via the parameter control.

- There are several reasons to issue a CCA. But the system can not determine whether it concerns an incorrect PPW input or incorrect information provided on the PPW, therefore following rules apply.

When can a manual CCA be raised?	When will an automatic CCA be issued?
<p>a). When corrections performed to following data:</p> <ul style="list-style-type: none"> <li>• PPW origin whereas the internal routing remains unchanged after the first PPW entry</li> <li>• PPW destination whereas the internal routing remains unchanged after the first PPW entry</li> <li>• Pieces after first PPW entry</li> <li>• Weight/volume weight after first PPW entry, but no volumetric check/entry has been performed</li> </ul> <p>b) When the input of charges, based upon the info as mentioned on the PPW, is higher than the rates found in Falcon</p>	<ul style="list-style-type: none"> <li>• If the input of charges, based upon the info as mentioned on the PPW is lower than the rates found in Falcon.</li> <li>• If the volumetric check is higher than mentioned on the PPW and has been submitted in the volumetric verification</li> </ul> <p><b>Very important notes:</b> In parameter control it's possible to set up a tolerance level, based upon:</p> <p><u>MAWB charges tolerance</u> The tolerance level will be maintained before a CCA is raised. If one of the charges or if the total of the charges exceeds the tolerance level a CCA is raised.</p> <p><u>Weight tolerance</u> The tolerance level will be maintained before a CCA is raised.</p> <p><b>If the AWB crosses the levels a CCA is raised.</b></p> <ul style="list-style-type: none"> <li>• If the accountcode or service/commodity differs from the first PPW entry it's possible a different rate is found in Falcon than mentioned on the PPW and previous PPW entry.</li> <li>• If the routing information differs from the first PPW entry whereas the PPW origin and/or destination remains unchanged, it's possible a different rate is found in Falcon than mentioned on the PPW and previous PPW entry.</li> </ul>

Each CCA that has been raised can be re-printed from the Track&Trace module - Tracking / Comments Tab.

Events												
Booking	Paperwork	Image	Volumetric	Check In	Reload Manifest	On Hold	Reload Block	POD	Billing	Comments	Tracing Rem.	Checkpoint
<div>Add Comment</div>												
12315012071												
Date Time		Gateway		Incident		Checkpoint		Comment			User	
15-Jan-2015 13:39:38		BRU						<a href="#">CCA</a> raised. Remark: testing			pbelleke	

**Manually raise CCA (Cargo Charges Correction)****When can a manual CCA be raised?**

a). When corrections performed to following data:

- PPW origin whereas the internal routing remains unchanged after the first PPW entry
- PPW destination whereas the internal routing remains unchanged after the first PPW entry
- Pieces after first PPW entry
- Weight/volume wgt after first PPW entry, but no volumetric check/entry has been performed

b) When the input of charges, based upon the info as mentioned on the PPW, is higher than the rates found in Falcon.

Submit the mawb charges and flag the checkbox 'Raise CCA'

MAWB: 99250318343 PPW entry done, will be overwritten if you proceed.

MAWB Data	Shipper Consignee	HAWB Data	Routing Data	Charge Data	Handling Codes	Volumetric Data
<input checked="" type="checkbox"/> Charge Declarations at Origin						
Currency	USD					
Prepaid/collect	C					
Weight charges	515		Valuation charge			
Tax			Charges due Agent		51	
Charges due Carrier	1.36					
Total Collect	567.36					
<input type="button" value="Submit Paperwork"/> <input type="button" value="Print MAWB"/> <input type="button" value="Print MAWB Back"/> <input type="button" value="Print Label"/>						
<input type="checkbox"/> Raise CCA <input type="checkbox"/> Override MAWB range check <input type="checkbox"/> MAWB PPW handled only for customs						

**Charges found in Falcon**

The system will always check the input of charges versus the rate found in Falcon.



Paperwork Charges			
Weight Charges	125	Valuation Charges	0
Tax	20	Charges due Agent	0
Charges due Carrier	100	<b>Total Collect</b>	<b>245</b>

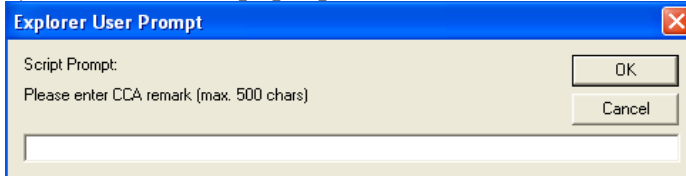
  

Rate found			
Weight Charges	132.16	Valuation Charges	0
Tax	20	Charges due Agent	0
Charges due Carrier	100.72 (+10 CCA Fee)	<b>Total Collect</b>	<b>262.88</b>

The user has the option to accept or reject the Falcon charges. In both cases a CCA will be raised cause the user has instructed the system to raise a CCA manually.


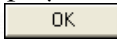

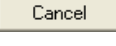
### Accept Falcon charges

If the user accepts the falcon charges, the previous inserted charges are considered as incorrect and the found falcon charges will be treated as correctly and as such displayed on the CCA hardcopy. To accept the falcon charges as being correct   and the system will load a pop-up box that allows the user to enter a remark why the CCA was raised.



Script Prompt:  
Please enter CCA remark (max. 500 chars)

OK Cancel

The user can enter a free text up to 500 characters, which will be displayed on the CCA in the box: 'Remarks and reason for issuing CCA'. Enter a remark and   to capture the remark, the system will proceed with the PPW entry and a CCA print preview will be loaded in a new browser window.   to abort the CCA remark and continue with the CCA without entering a remark and a CCA print preview will be loaded in a new browser window.

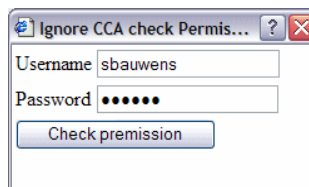
CARGO CHARGES CORRECTION (CCA)						Number
AWB No	ORIGINAL ORIGIN	ORIGIN	ORIGINAL DESTINATION	DESTINATION	DATE OF AWB ISSUE	PLACE OF AWB ISSUE
123456789	USA	USA	USA	USA	2008-02-22 15:00:00	Amsterdam
NAME AND CITY						AGENT CODE
TO 1						FLIGHT No.
TO 2						DATE
TO 3						FLIGHT No.
TO 4						DATE
AIR WAYBILL WEIGHT AND/OR CHARGES HAVE BEEN CORRECTED. ADDED AS FOLLOWS:						
GROSS WEIGHT	REVISED-CORRECTED GROSS WEIGHT	ORIGINAL-CORRECT GROSS WEIGHT	REMARKS AND REASON FOR ISSUING CCA			
WEIGHT UNIT: #	235.0		null 1 cca file			
CHARGES	CORRECTED CHARGES	INCORRECT/ORIGINAL CHARGES				
CURRENCY: USD	PREPAID COLLECT	PREPAID COLLECT				
WEIGHT CHARGES	0.00	0.00				
VALUATION CHARGES	0.00	0.00				
TAX	0.00	0.00				
TOTAL OTHER CHARGES DUE AGENT	0.00	0.00				
TOTAL OTHER CHARGES DUE AIRLINE	0.00	110.72				
TOTAL	0.00	110.72				
SHIPPER: t, Guatemala						
CONSIGNEE: t, Panama						
DISTRIBUTION						
ORIGINAL FOR CARRIER ISSUING AWB /						
COPY 1 FOR ACCOUNTING DEPARTMENT OF ISSUING AWB						
COPY 2 FIRST CARRIER						
COPY 3 SECOND CARRIER						
COPY 4 FOR CARGO DEPT OF ISSUING CARRIER						
COPY 5 FOR CARGO DEPT OF ISSUING CARRIER						
COPY 6 FOR CARGO SETTLEMENT OFFICE						
COPY 7 FOR CARGO SETTLEMENT OFFICE						
THIS SLIP MUST BE COMPLETED AND RETURNED TO CARRIER ISSUING CCA						
WE HEREBY CONFIRM HAVING CORRECTED OUR DOCUMENT AND TAKEN THEN NECESSARY ACTION AS PER YOUR INSTRUCTIONS						
TO: FROM:						
REF CCA No: AT:						
REF AWB No: DATE:						
CLASS/CASS COLLECT AREA ONLY BOX APPLICABLE TO AGENT						
SIGNATURE:						
ASSOCIATE OR RECIPIENT						

figure 20: CCA

A CCA document logs the changes of the previous PPW entry and the last performed entry and accumulates the comments added to each CCA.

### Reject Falcon charges

Rejecting Falcon charges is only possible if you have special rights (set up via Parameter Control) and requires entering his / her credentials in order to check permission to reject.



Ignore CCA check Permis...

Username: sbauwens

Password: .....

Check permission

figure 21: Ignore CCA, check permission



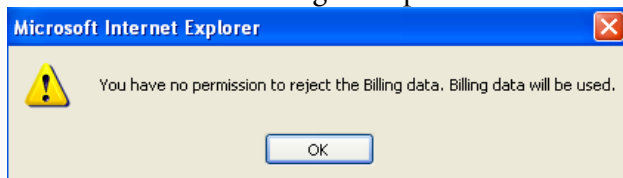
The system will check if you've got permission to reject the Falcon charges, and use instead the inserted charges via the PPW entry to raise a CCA.

- The user has permission.



Possible to raise CCA based on the inserted charges via PPW entry as mentioned ppw.

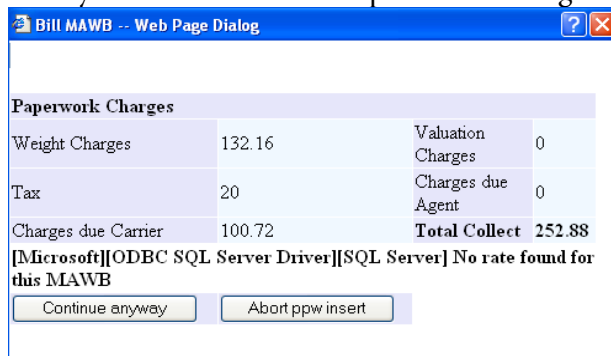
- You've got no permission.



The system will force the user to use the found Falcon charges to issue the CCA.


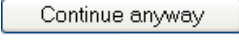
### No charges found in Falcon

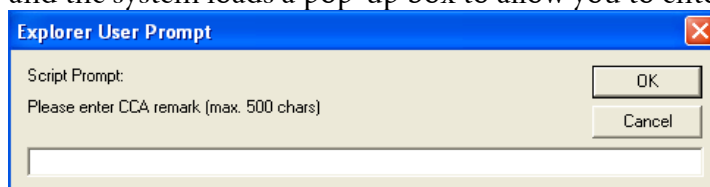
The system will check the input of the charges versus the charges found in Falcon.


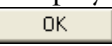


If no rates found, the user can proceed (continue anyway) or abort the PPW entry and return to the PPW entry screen without performing a PPW entry or without applying the changes.

### Continue anyway


You want to use the charges as mentioned on the PPW to raise a CCA   and the system loads a pop-up box to allow you to enter a remark why the CCA was raised.



You can enter a free text up to 500 chars, which is displayed on the CCA in the box: 'Remarks and reason for issuing CCA'. Enter a remark,   to capture, the system proceeds




with the PPW entry and a CCA print preview is loaded in a new browser window.

  to abort the CCA remark and continue with the CCA without entering a remark, a CCA print preview will be loaded.

### Abort PPW insert

To quit the PPW entry, without performing a PPW entry or without applying the changes

  following confirmation box will pop up.



  and no PPW entry or changes will be performed.

### Warning messages:

1. In CMS for this booking/mawb the requested rate is still in request: not approved yet

Paperwork Charges			
Weight Charges	1663.2	Valuation Charges	0
Tax	0	Charges due Agent	70
Charges due Carrier	25	<b>Total Collect</b>	<b>1758.2</b>

[Microsoft][ODBC SQL Server Driver][SQL Server] sa: Account does not exist or no permission for this account. (webUpdateMawbOps2RTB) in webUpdateMawbOps2RTB. **No rate found for this MAWB**

2. Mawb has status ready to bill in Falcon.

Paperwork Charges			
Weight Charges	510.3	Valuation Charges	0
Tax	0	Charges due Agent	70
Charges due Carrier	25	<b>Total Collect</b>	<b>605.3</b>

[Microsoft][ODBC SQL Server Driver][SQL Server] Basic checks failed.  
(webUpdateMawbOps2RTB)  
- Mawb already in Falcon: **billingStatus = Ready to bill.**

3. Mawb has status billed in Falcon.

Paperwork Charges			
Weight Charges	510.3	Valuation Charges	0
Tax	0	Charges due Agent	70
Charges due Carrier	25	<b>Total Collect</b>	<b>605.3</b>

[Microsoft][ODBC SQL Server Driver][SQL Server] Basic checks failed.  
(webUpdateMawbOps2RTB)  
- Mawb already in Falcon: **billingStatus = Billed.**

**Note:** the user will have the possibility to “ignore” this error message and continue with the change, or abort the paperwork entry. Result will be that the mawb can be changed from PP to CC, but the impact on the CCA process will be ignored.

**Automatically issue a CCA (Cargo Charges Correction)****When will an automatic CCA be issued?**

- If the input of charges, based upon the info as mentioned on the PPW, is lower than the rates found in Falcon.
- If the volumetric check is higher than mentioned on the PPW and has been submitted in the volumetric verification

**Very important notes:****If the AWB crosses the levels a CCA is raised.**

In the parameter control it's possible to set up a tolerance level, based upon:

- **MAWB charges tolerance**

The MAWB charges tolerance being % and/or amount will be the level maintained before a CCA is raised. If one of the charges or if the total of the charges exceeds the tolerance level a CCA is raised.

- **Weight tolerance**

The weight tolerance being % and/or weight will be the level maintained before a CCA is raised

- If an accountcode or service/commodity differs from the first PPW entry it's possible a different rate is found in Falcon than mentioned on the PPW and previous PPW entry.
- If the routing information differs from the first PPW entry whereas the PPW origin and/or destination remains unchanged, it's possible a different rate is found in Falcon than mentioned on the PPW and previous PPW entry.

**MAWB charges tolerance**

MAWB charges on the PPW are lower than rate found in Falcon

Submit the MAWB charges as mentioned on the PPW.

MAWB	<input type="text"/>	<input type="button" value="Find paperwork"/>
MAWB: 99250318343 <b>PPW entry done, will be overwritten if you proceed.</b>		
<a href="#">MAWB Data</a>	<a href="#">Shipper Consignee</a>	<a href="#">HAWB Data</a>
<a href="#">Routing Data</a>	<a href="#">Charge Data</a>	<a href="#">Handling Codes</a>
<a href="#">Volumetric Data</a>		
<input checked="" type="checkbox"/> Charge Declarations at Origin		
Currency	USD	
Prepaid/collect	C	
Weight charges	515	Valuation charge
Tax		Charges due Agent
Charges due Carrier	1.36	51
Total Collect	567.36	
<input type="button" value="Submit Paperwork"/> <input type="button" value="Print MAWB"/> <input type="button" value="Print MAWB Back"/> <input type="button" value="Print Label"/>		
<input type="checkbox"/> Raise CCA <input type="checkbox"/> Override MAWB range check <input type="checkbox"/> MAWB PPW handled only for customs		

### Charges found in Falcon

The system will always check the input of charges versus the rate found in Falcon.

Paperwork Charges			
Weight Charges	125	Valuation Charges	0
Tax	20	Charges due Agent	0
Charges due Carrier	100	<b>Total Collect</b>	<b>245</b>

Rate found			
Weight Charges	132.16	Valuation Charges	0
Tax	20	Charges due Agent	0
Charges due Carrier	100.77 (+10 CCA Fee)	<b>Total Collect</b>	<b>262.93</b>

Accept falcon charges      Reject falcon charges

figure 22: Charges found in falcon

The calculation of the Falcon charges is based upon measured weight and not the declared weight mentioned on the PPW. The user has the option to accept or reject the Falcon charges. Consult: [Accept Falcon charges page 38](#) and [Reject Falcon charges.page 38](#)

#### **Keep in mind:**

The MAWB charge tolerance is the level maintained before a CCA is raised. If one of the charges or if the total of charges exceeds the tolerance level an automatic CCA is raised.

#### **Notes:**

- a CCA fee is only applicable and will be calculated when a CCA is raised.
- Each CCA raised for a mawb: the CCA fee is applicable and added to the calculation.

### Weight tolerance

Volumetric check and weight/vol weight is higher than mentioned on PPW.

When a volumetric check has been performed (scaled weight or LxWxH measurement) and this information is entered in the volumetric verification entry, then this info will be taken into consideration to issue a CCA even if the weight and vol weights remains unchanged and are submitted in the system via PPW entry as mentioned on the MAWB.

#### **Keep in mind:**

The weight tolerance level will be maintained before a CCA is raised.

If the volumetric checked weight exceeds the tolerance level a CCA is raised.

### Handling Codes (Tab)

This tab will display handling codes if available from the booking details, and additionally allow the user to add and or remove handling codes to the MAWB.

MAWB

MAWB: 99250318354

MAWB Data Shipper Consignee Routing Data Charge Data Handling Codes

Available		Selected
AVI - LIVE ANIMALS	<input type="button" value="←"/> <input type="button" value="→"/>	DGD - SHIPPERS DECLARATION FOR DANGEROUS GOODS
COM - COMPANY MAIL		DGR - DANGEROUS GOODS DEFINED BY HOST
DIP - DIPLOMATIC MAIL		
EAT - FOODSTUFFS		
FRG - FRAGILE CARGO		
HEA - HEAVY CARGO		
HEG - HATCHING EGGS		
HUM - HUMAN REMAINS IN COFFINS		
ICE - DRY ICE		
JET - JET ENGINE		

☐ Raise CCA  
☐ Override MAWB range check  
☐ MAWB PPW handled only for customs

The user can select multiple codes when pushing the **ctrl** key during the selection of the codes. Use the  and  buttons to add or remove handling codes.

### HAWB Data (tab)

The Hawb data tab is only available when the mawb is already known:

- by means of a confirmed booking
- by means of a previous PPW entry.
- when during PPW entry, the Single MAWB checkbox hasn't been checked.  
See '[Exceptions for Shipments to the US](#)' page 32

MAWB: 61583726193 PPW entry done, will be overwritten if you proceed.

**MAWB Data** **Shipper/Consignee** **HAWB Data** **Routing Data** **Charge Data** **Handling Codes** **Volumetric Data**

HAWB:   
 Origin:  Destination:   
 Pieces:  Weight:  kgs  
 Volume Weight:  kgs Description:   
 SLAC:  Notify Party EORI:   
 MRN:  **MRN on MAWB level already exists!**

☐ Save shipper/consignee information

**Shipper Information** **Consignee Information**

Search on name:  Search Copy last Search on name:  Search Copy last

Name (\*):  Name (\*):   
 Street Address (\*):  Street Address (\*):   
 City (\*):  City (\*):   
 State/Province:  State/Province:   
 Zip Code:  Zip Code:   
 Country (\*): Afghanistan Country (\*): Afghanistan  
 Phone:  Phone:   
 Fax:  Fax:   
 Telex:  Telex:   
 E-mail:  E-mail:   
 EORI:  EORI:

(\*) Mandatory fields

**Charge declarations**

Prepaid/Collect Charge: PP Currency: AED  
 Carriage Declaration:  Customs Declaration:   
 Insurance Declaration:

ADD Reset

HAWB	ORG	DST	PCS	WGT	VOL.WGT	DESCR	Delete	CBP Ready	MRN
0025062009	CDG	CMN	1	200 kgs		TEST	delete	N/A	

Submit Paperwork Print MAWB Print MAWB Back Print Label

☐ Override MAWB range check  
☐ MAWB PPW handled only for customs

figure 23: Add HAWB

To add a new hawb, fill in all data of the house airway bill and **ADD**.

**Notes:**

- weight and volume weight are forced to be entered in the same weight scheme as selected on MAWB level during PPW entry;
- select the “Save Shipper & Consignee information” if the information on HAWB level needs to be saved in the system;
- Entry fields marked with \* are mandatory for US and Latin American destinations.
- A track record is kept of the history on HAWB level, insert, removal or changes are visible in the Track&Trace application on HAWB level – Events – HAWB History

### Add or update MRN on HAWB level

In the HAWB Data tab the related MRN will be displayed when available.

HAWB	ORG	DST	PCS	WGT	VOL.WGT	DESCR	Delete	CBP Ready	MRN
0025062009	CDG	CMN	1	200 kgs	200 kgs	TEST	delete	N/A	09FR9753186420

When the MRN is already added on MAWB level then in the HAWB Data tab following message is displayed: **MRN on MAWB level already exists!**

MAWB: 61583726193 PPW entry done, will be overwritten if you proceed.

MAWB Data | Shipper Consignee | HAWB Data | Routing Data | Charge Data | Handling Codes | Volumetric Data

HAWB  
Origin  
Pieces  
Volume Weight  
SLAC  
MRN

Destination  
Weight  
Description  
Notify Party EORI

MRN on MAWB level already exists!

consult Mawb data tab to view MRN

Save shipper/consignee information

Shipper Information

#### Notes:

It is not possible to have an MRN for both a MAWB and its containing HAWBs. To avoid this, following restriction is built in:

- Add an MRN on HAWB level when the parent mawb has already an MRN: as soon as the MRN is filled in and the user presses the add or the update button in the HAWB Data tab, TGV will display a warning message :

MRN Warning -- Web Page Dialog

MRN cannot exist on both MAWB and HAWB levels.

Cancel Remove MRN on MAWB level Remove MRN on HAWB level

- To remove an MRN on HAWB level, in order to insert on MAWB level, consult: [Add or update MRN on MAWB level page 31](#).

If a shpt is reloaded on Hawb level, the Consolidated Hawb (pre) mfst displays the MRN(s) of the Hawb(s) if available. Consult: [Print layout of different \(pre\) manifests page 124](#).

### Shipper / Consignee (HAWB)

When the HAWB information is entered, shipper and consignee information for this HAWB can be added. These shipper and consignees will be stored in the system and displayed when tracing a MAWB or HAWB. To search a shipper or consignee, enter a query string in the

“search for name” field and , the following pop-up box will appear.

Available Addresses

Select Shipper

Name: A.J van Deudekom BV c/o Eas Show Am

Street Address: Europaplein 8

City: Amsterdam

State/Province:

Zip Code: 1078 GZ

Country: Netherlands The

Phone:

Fax:



Telex:

E-mail:

EORI:

WH Location:


Select Cancel

Select from the address dropdown list, or create a new shipper and or consignee.  [Copy last](#) and the system will complete the last shipper or consignee used. When the HAWB, with or without shipper & consignee information and PP / CC information is completed,  [Select](#) to add the HAWB details to the selected MAWB.

### Charge Declarations


The user can add charges of the HAWB. A selection is needed to define the currency and if the charges are P (Pre-Paid) or C (Collect), combining C & P is not possible.

Charge declarations			
Prepaid/Collect Charge	PP ▾	Currency	AED ▾
Carriage Declaration			
Insurance Declaration			
<a href="#">ADD</a>		<a href="#">Reset</a>	

To submit the HAWB to the MAWB  [ADD](#), the following info is displayed at the bottom.

HAWB	ORG	DST	PCS	WGT	VOL.WGT	DESCR	Delete	CBP Ready	MRN
<a href="#">0102030405</a>	BRU	CHI	1	1 kgs	1 kgs	CCC	1 piece(s) reloaded on TST	✓	04BE29051992021964
<a href="#">010203040506</a>	BRU	CHI	1	1bs		XXX	<a href="#">delete</a>	✗	

figure 24: HAWB information

 the HAWB number to edit the HAWB information.

 [delete](#) to remove the HAWB information from the selected MAWB.

#### **Notes:**

- HAWB info can only be deleted if no operational event has occurred on this HAWB. (E.g.; Reload on HAWB) and when no tracing request is created for this HAWB.
- When a shipment is reloaded on HAWB, the HAWB manifest will display the HAWB shipper / Consignee when the HAWB data does not have Shipper & Consignee information, MAWB Shipper & Consignee will be displayed.

### **HAWB CBP Check**

To comply with the US Customs AMS regulations, TGV will perform a CBP (**Customs Border Protection**) check and indicate if the HAWB is compliant or not.

#### **CBP Ready**



Indicates that the HAWB information is compliant



the Shipper / consignee HAWB info is not –compliant, 1 or more detail(s) are missing:

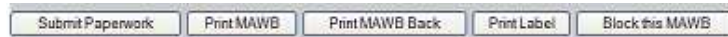
- Name
- Street Address
- City
- Country

### **Volumetric Data (tab)**


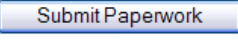
Consult: [Volumetric procedure page 52](#)



## Paperwork entry buttons

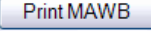


### Submit Paperwork

When paperwork entry is finalized   to submit the new entry.

### Print MAWB (only available after at least 1 ppw entry)

This option allows you to print the MAWB if the shipper and consignee information is known in the system and the print will show the entered info. (**not an image of the original ppw**)

 , the print preview will open in a new browser window (PDF format).

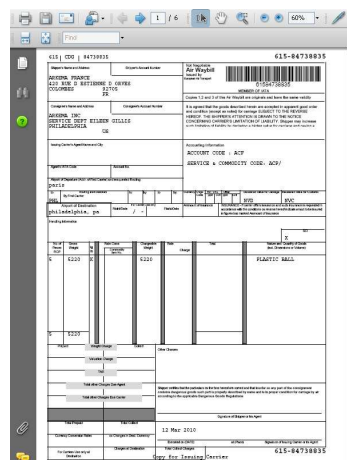

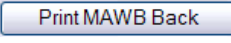


figure 25: MAWB Preview

### Print MAWB Back (only available after at least 1 ppw entry)

This option allows you to print the backside of a MAWB.  , the print preview will open in a new browser window (PDF format).

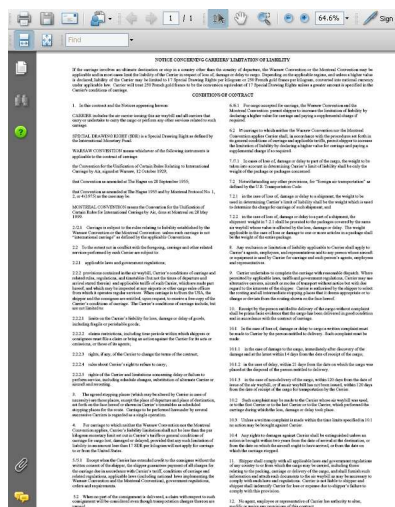

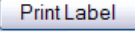


figure 26: MAWB Back Preview



**Print Label (only available after at least 1 ppw entry)**

This option allows you to print the shipment label(s) (including barcodes).

 , the following pop up window will appear.

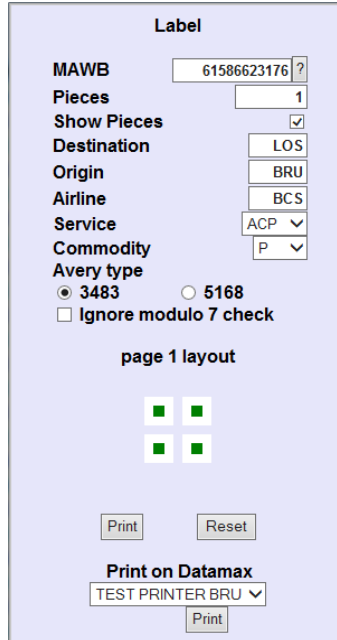


figure 27: Print Label


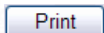
**Note:** The information in the detail box above can be edited if needed, but shows the information based upon the available mawb details. Default the 'show pieces' checkbox is flagged so the labels will display the amount of pcs if not applicable deselect the checkbox.


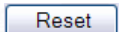
Select the Avery type 3483 (10.5cmX14.8cm – 4.1”X6.2”) or 5168 (8.8cmX12.6cm – 3.5”X5”) The window is a preview of the first page to be printed, it allows you to deselect a number of labels to keep the remainder label(s). (E.g.: if the piece count of the previous print is 3, your first page of the next print will only have 1 label on it, thus deselect 3 on above window so only the available label remains green .)



To deselect a label,  , so that it changes to .

Select '**Ignore modulo 7 Check**' if the MAWB is not Modulo 7 check compliant.


  to print the shipment label(s).

  to reset all values within the details box.

**Block this MAWB (only for US destinations)**

MAWB: 61566912053 **MAWB is closed! New data entry NOT allowed.**  
 SINGLE MAWB. Confirmed by user PARNOLDI [CMS] on 16-Nov-2005 13:16:06 in DUS

MAWB Data	Shipper Consignee	Routing Data	Charge Data	Handling Codes	Volumetric Data
PPW Origin	DUS	PPW Destination	JFK		
Pieces	1	Weight	1290	kgs	
Volume Weight	1290	Description	<input checked="" type="checkbox"/> SPARES 075 CENTS F,		
Account/Sub Account	GME ? /	Service/Commodity	GFC /		
Customs Status	X	Notify Party EORI			
BA/M-Form Number   BA/M-Form Date <input type="button" value="Del BA/M-Form"/> <input type="button" value="Add BA/M-Form"/>					
BA/M-Form Number		BA/M-Form Date			
SLAC		FIRMS			
AGT Code		HAWB Pieces	0		
MRN					
Internal Origin	DUS	Internal Destination	JFK		
<input type="button" value="Print MAWB"/> <input type="button" value="Print MAWB Back"/> <input type="button" value="Print Label"/> <input type="button" value="Block this MAWB"/>					
<input type="checkbox"/> Override MAWB range check <input type="checkbox"/> MAWB PPW handled only for customs					

When performing a PPW verification, and the MAWB information is not compliant to the new US Customs AMS regulations, the MAWB can be blocked.   to block the MAWB. When blocked the MAWB will appear in the TGV 'Block / Unblock' option in the 'MAWB's' main menu with status 'US Customs Import Block'.  
 See section [Block/Unblock page 111](#) for more details about unblocking.

**Paperwork Entry checkboxes**

<input type="checkbox"/>	Raise CCA
<input type="checkbox"/>	Override MAWB range check
<input type="checkbox"/>	MAWB PPW handled only for customs

**Raise CCA**

This flag (default off) allows the user to print out the CCA document after submitting the PPW. See section [Charge Data \(tab\) page 35](#)

**Override MAWB range check**

The flag is default off. A validation is performed to check if the mawb nr is allocated to the account. To update the allocated account set the flag on.

**MAWB PPW handled only for customs**

If for a reason the user didn't receive original PPW, but needs to perform a PPW entry based upon a copy, the user can flag this checkbox to inform everybody you are not in possession of the original PPW. TGV stores only the last PPW entry for each gateway. This means that Customs reasons indication in T&T3 will only be shown if the last PPW entry in that gtw had the 'MAWB PPW handled only for customs' checkbox flagged.

## Error indications

- PPW origin not correct.  
 - PPW destination not correct.  
 - Pieces not correct.  
 - Weight not correct.  
 - Description not correct.  
 - Account not correct.  
 - Subaccount not correct.  
 - Service/Commodity/Account combination not correct.  
 - Customs status not correct. Please change to T1.  
[Click to correct.](#)

figure 28: Error indications

- \* PPW origin/destination not correct may occur if the gateway is unknown or disabled.
- \* Pcs not correct happens when the input is not numeric, min 1 up to max 5 characters.
- \* Weight not correct, numeric input is required, min 1 up to maximum 7 characters.
- \* Description not correct: select via the drop down list or flag and insert manually the description.
- \* Account not correct occurs when the account is unknown or disabled.
- \* Subaccount not correct occurs when the subaccount is unknown or disabled.
- \* Service/Commodity/Account combination not correct, for each account a matrix restriction is set up, the account holder isn't allowed to book/forward this combination.
- \* Customs status not correct. You'll need to check the paperwork.

## MAWB Modulo check failed



Means the modulus 7 calculation failed. Re-check if you've submitted the correct MAWB nr.

## Mawb status

### Mawb is closed



All pcs are handed over to the consignee, pod for all pcs was created, closed and signed for. New data entry, ppw entry is not allowed, the button **Submit Paperwork** is not available.

### Mawb is cancelled



The mawb (booking) is cancelled. Ppw entry not allowed, **Submit Paperwork** is not available.


### Mawb is rejected



The mawb (booking) is rejected. Ppw entry not allowed, **Submit Paperwork** is not available.

## Acceptance of freight

### Check-in

Only the first point within the DHL network that receives and accepts the freight for export needs to perform a check in. Hoover on **SHIPMENT**, from the sub menu  on **Check in**.



**Check-In Input**

MAWB/HAWB	GTW	Pieces	Container	Received From	
<input type="text"/>	BRU	0	<input type="text"/>	<input type="text"/>	<input type="button" value="Check In"/>

figure 29: Check-in Input

<b>MAWB / HAWB:</b>	Enter the MAWB or HAWB in this entry field.
<b>GTW:</b>	Default your own location will be selected from the dropdown list.
<b>Pieces:</b>	Enter the nr of pieces of the specified MAWB/HAWB that are checked-in.
<b>Container:</b>	Enter the container nr if you received the MAWB/HAWB prebuilt.
<b>Received From:</b>	Define the airline Code when checking in freight received from a Commercial Carrier airline that will enter the DHL Network. This freight will be reloaded and manifested within TGV in the same way as any other ACS freight.

Enter the check-in information in the appropriate entry field and  .

Printer Friendly Version


**Check-In Input**

MAWB/HAWB	GTW	Pieces	Container	Received From	
<input type="text"/>	BRU	0	<input type="text"/>	<input type="text"/>	<input type="button" value="Check In"/>

**List of Check-In entries for BRU**


MAWB	HAWB	ORG	DST	PCS	CS	Container	GTW	Rcv From	Checkin DT	User
<a href="#">12312345678</a>	N/A	BRU	BGY	2	C	N/A	BRU	N/A	2012-06-14 16:30	twachowi
<a href="#">12312345678</a>	N/A	BRU	BGY	1	C	N/A	BRU	N/A	2012-06-14 16:17	twachowi

<b>MAWB:</b>	The MAWB of the checked-in shipment.
<b>HAWB:</b>	The HAWB of the checked-in shipment.
<b>ORG:</b>	The shipments origin DHL three-letter airport code.
<b>DEST:</b>	The shipments destination DHL three-letter airport code.
<b>PCS:</b>	The number of pieces of the checked-in shipment.
<b>CS:</b>	The shipments customs status.
<b>Container:</b>	ULD nr (prebuilt uld) in which the shipment was when performing check in/acceptance.
<b>GTW:</b>	The DHL three letter airport code, station of check-in.
<b>Rcv From:</b>	The Commercial Airline code handling the frt prior to the entry within the DHL network.
<b>Check in DT:</b>	The date and time when the shipment has been checked-in.
<b>User:</b>	The user-id of the person who performed the check-in.

 on the MAWB to view the tracing details of this MAWB in a new browser window.  
When a HAWB is allocated to multiple MAWBs a dropdown list shows the available MAWB's

**Select MAWB**

12300009951
<input type="button" value="Continue..."/>

Select the MAWB from the list  , the system will perform a checkin.

## Volumetric procedure


All export freight is subject to volumetric & weight checks and must be done at point of origin. It is imperative that all pcs of a shipment are measured. Volumetric checks can be submitted via the 'Weigh and dimension' or via the 'Paperwork Entry'.

**Note:** When a mawb is **closed**, volumetric data entry is no longer allowed/possible. When volume data is available from your origin gtw the system will display the entered data. If volume data is already done at a different gateway you will get following pop up

Volumetric entry already done in different gateway.

Close

## Weigh and dimensions

Hoover over the **Shipment** menu,  **Weigh and dimensions**, following screen is displayed.

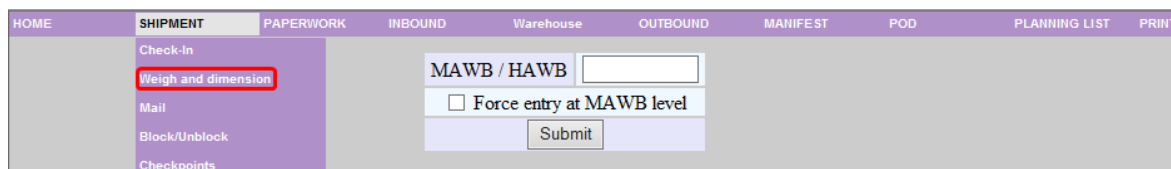


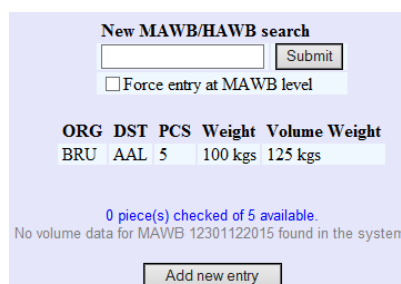


figure 30: Weigh and dimensions

Volumetric data can be entered on MAWB or HAWB level, if HAWB data is available.

## MAWB level

Fill in the MAWB nr: if the mawb has no hawbs there is no need to flag the checkbox 'Force entry at MAWB level', and  **Submit**. If the MAWB has hawbs and you want to insert volumetric checks on MAWB level and not on HAWB level then you will need to flag the checkbox and  **Submit**. The system will check if there is already volume data available.

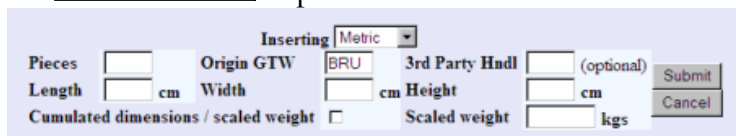


ORG	DST	PCS	Weight	Volume	Weight
BRU	AAL	5	100 kgs	125 kgs	

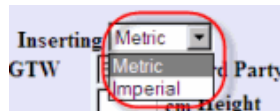
0 piece(s) checked of 5 available.  
No volume data for MAWB 12301122015 found in the system.

figure 31: Volumetric entry on MAWB level

 **Add new entry** to perform a volumetric verification.



For the first entry you have the possibility to select the inserting scheme Metric or Imperial.



Once selected, all further entries will use the previous selected scheme.

### Explanation of the fields:

<b>Inserting</b>	The user is able to choose the measurement scheme to use for this volumetric verification. <b>Note:</b> Selection of a measurement scheme is only possible/allowed when creating the first volumetric entry, and a combination/use different measurement schemes for the same mawb/hawb isn't possible/allowed.
<b>Pieces</b>	Fill the number of pieces that are volumetric checked
<b>Origin GTW</b>	3 letter airport code to identify the Gateway where the volumetric verification is performed
<b>3<sup>rd</sup> Party Handling</b>	Enter the name of the 3rd party (e.g. GSA, handling agent) who has provided the volumetric verifications to a DHL GTW (optional)
<b>Length Width Height</b>	Enter the length - width - height of the volumetric checked piece(s).
<b>Cumulated dimensions/scaled weight</b>	Flagged=YES: the entered dims and scaled wgt is the <b>total</b> for all pcs specified for this entry. Not flagged=NO: the entered dims and scaled wgt is for <b>1 pc</b> for this entry, the system will cumulate the volume and scaled weight based upon amount of submitted pcs for this entry.
<b>Scaled weight</b>	Enter the scaled weight for the shipment in this entry field. <b>Keep in mind the above cumulate set up - explanation.</b>

Complete the fields and check the Cumulated dimension/scale weight checkbox if needed.

**Submit** to confirm or **Cancel** to annul.

### Cumulated dimensions/scaled weight

Cumulated dimensions / scaled weight ☒

Flagged=YES: the entered dims and scaled wgt is the **total** for all pcs specified for this entry.  
Not flagged=NO: the entered dims and scaled wgt is for **1 pc** for this entry, the system will cumulate the volume and scaled weight based upon amount of submitted pcs for this entry.

4 piece(s) checked of 4 available. Total weight checked : 30 kgs.

Update	MAWB	OriginatorId	Pieces	GTW	LEJ
61515032010	PBELLEKE	2			
Length	30 cm	Width	40 cm	Height	50 cm
Date	2013-08-13 13:02	Volume Wgt	10 kgs		
Cumulated dims. / scaled weight	YES	Scaled weight	15 kgs		checkbox flagged

Update	MAWB	OriginatorId	Pieces	GTW	LEJ
61515032010	PBELLEKE	2			
Length	30 cm	Width	40 cm	Height	50 cm
Date	2013-08-13 13:03	Volume Wgt	20 kgs		
Cumulated dims. / scaled weight	NO	Scaled weight	30 kgs		checkbox NOT flagged

figure 32: Cumulated dimensions/scaled weight

## Update

New MAWB/HAWB search

☐ Force entry at MAWB level

ORG	DST	PCS	Weight	Volume Weight
BRU	AAL	5	100 kgs	125 kgs

1 piece(s) checked of 5 available. Total weight checked : 4 kgs.

MAWB	12301122015	OriginatorId	PBELLEKE	Pieces	1	GTW	BRU
Length	20 cm	Width	30 cm	Height	40 cm	3rd Party Hndl	
Date	2014-12-01 08:42		Volume Wgt	4 kgs			
Cumulated dims. / scaled weight	NO		Scaled weight	5 kgs			

Updating

Pieces  Originator  3rd Party  Handling (optional)

Length  cm Width  cm Height  cm

Cumulated dimensions / scaled weight ☐ Scaled weight  kgs

figure 33: Update volumetric entry

## Delete

New MAWB/HAWB search

☐ Force entry at MAWB level

ORG	DST	PCS	Weight	Volume Weight
BRU	AAL	5	100 kgs	125 kgs

1 piece(s) checked of 5 available. Total weight checked : 4 kgs.

MAWB	12301122015	OriginatorId	PBELLEKE	Pieces	1	GTW	BRU
Length	20 cm	Width	30 cm	Height	40 cm	3rd Party Hndl	
Date	2014-12-01 08:42		Volume Wgt	4 kgs			
Cumulated dims. / scaled weight	NO		Scaled weight	5 kgs			

Are you sure to delete this entry ?

figure 34: Delete volumetric entry

## HAWB level

Fill in the HAWB nr, if the mawb has hawbs and you want to perform volumetric checks on HAWB level there is no need to flag the checkbox 'Force entry at MAWB level', just

, following screen is displayed:

New MAWB/HAWB search

☐ Force entry at MAWB level

MAWB data				HAWB data	
ORG	DST	PCS	Weight	Vol. Wgt.	Available HAWB's (chk pcs/pcs/wgt)
BRU	AAL	6	60 kgs	kgs	0301122026: 0/3/30kgs <input type="button" value="Get HAWB"/>

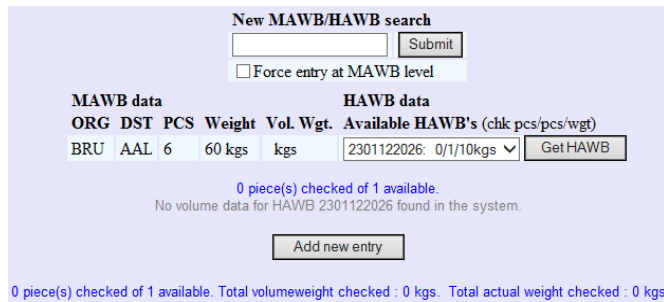
No HAWB selected.

0 piece(s) checked of available. Total volumeweight checked : 0 kgs. Total actual weight checked : 0 kgs

figure 35: Volumetric entry on HAWB level




Select the HAWB from the dropdownlist and  **Get HAWB**.



 **Add new entry** to perform a volumetric verification.

**Note:** After insert, the data can still be updated or deleted on HAWB level.

### Paperwork Entry - Volumetric Data (tab)

Hover over the **Paperwork** menu,  on the **Paperwork Entry**, submit the mawb and go to the **volumetric data tab**, only available if the mawb is known.



**Note:** When a mawb is **closed**, volumetric data entry is no longer allowed/possible. When volume data is available from your origin gtw the system will display the entered data. If volume data is already done at a different gtw you will get following pop up

Volumetric entry already done in different gateway.

Close

The tab is only available if the mawb is known (confirmed booking-ppw entry)

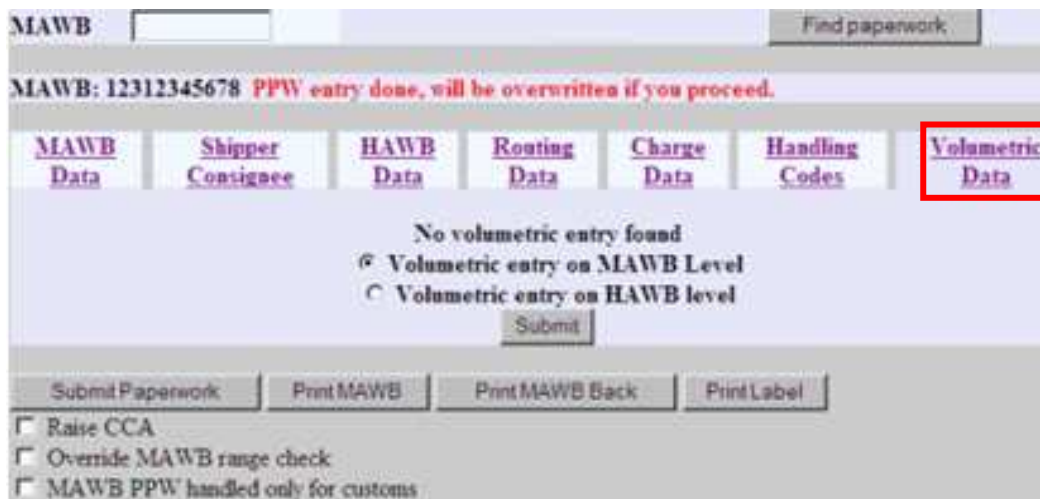


figure 36: Paperwork entry - Volumetric Data


Volumetric data can be entered on MAWB or HAWB level if HAWB data is available.

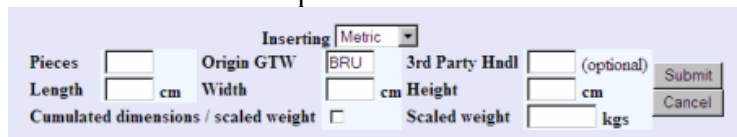


### MAWB level

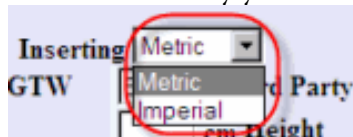
Select Volumetric entry on MAWB level and  **Submit**, following screen is displayed:



 **Add new entry** to perform a volumetric verification.



For the first entry you have the possibility to select the inserting scheme Metric or Imperial.




Once selected, all further entries will use the previous selected scheme.

### Explanation of the fields:

<b>Inserting</b>	The user is able to choose the measurement scheme to use for this volumetric verification.  <b>Notes:</b> Selection of a measurement scheme is only possible/allowed when creating the first volumetric entry. It is not possible to combine or use different measurement schemes for the same mawb/hawb.
<b>Pieces</b>	Fill the number of pieces that are volumetric checked
<b>Origin GTW</b>	3 letter airport code to identify the Gateway where the volumetric verification is performed
<b>3<sup>rd</sup> Party Handling</b>	Enter the name of the 3rd party (e.g. GSA, handling agent) who has provided the volumetric verifications to a DHL GTW (optional)
<b>Length Width Height</b>	Enter the length - width - height of the volumetric checked piece(s).
<b>Cumulated dimensions/scaled weight</b>	Flagged=YES: the entered dims and scaled wgt is the <b>total</b> for all pcs specified for this entry. Not flagged=NO: the entered dims and scaled wght is for <b>1 pc</b> for this entry, the system will cumulate the volume and scaled weight based upon amount of submitted pcs for this entry.
<b>Scaled weight</b>	Enter the scaled weight for the shipment in this entry field. <b>Keep in mind the above cumulate set up - explanation.</b>

Complete the fields and check the Cumulated dimension/scale weight checkbox if needed.

 **Submit** to confirm or **Cancel** to annul.

### Cumulated dimensions/scaled weight



Flagged=YES: the entered dims and scaled wght is the **total** for all pcs specified for this entry.  
Not flagged=NO: the entered dims and scaled wght is for **1 pc** for this entry, the system will cumulate the volume and scaled weight based upon amount of submitted pcs for this entry.

Add new entry

4 piece(s) checked of 4 available. Total weight checked : 30 kgs.

TEST

<a href="#">Update</a>	MAWB	61515032010	OriginatorId	PBELLEKE	Pieces	2	GTW	LEJ
<a href="#">Delete</a>	Length	30 cm	Width	40 cm	Height	50 cm	3rd Party Hndl	
	Date	2013-08-13 13:02		Volume Wgt	10 kgs			
	Cumulated dims. / scaled weight	YES		Scaled weight	15 kgs	checkbox flagged		

TEST

<a href="#">Update</a>	MAWB	61515032010	OriginatorId	PBELLEKE	Pieces	2	GTW	LEJ
<a href="#">Delete</a>	Length	30 cm	Width	40 cm	Height	50 cm	3rd Party Hndl	
	Date	2013-08-13 13:03		Volume Wgt	20 kgs			
	Cumulated dims. / scaled weight	NO		Scaled weight	30 kgs	checkbox NOT flagged		

## Update

MAWB  ☐ Override auto verification

MAWB: 12301122015 PPW entry done, will be overwritten if you proceed.

<a href="#">MAWB Data</a>	<a href="#">Shipper Consignee</a>	<a href="#">HAWB Data</a>	<a href="#">Routing Data</a>	<a href="#">Charge Data</a>	<a href="#">Handling Codes</a>	<a href="#">Volumetric Data</a>
---------------------------	-----------------------------------	---------------------------	------------------------------	-----------------------------	--------------------------------	---------------------------------

ORG	DST	PCS	Weight	Volume Weight
BRU	AAL	5	100 kgs	125 kgs

Add new entry

1 piece(s) checked of 5 available. Total weight checked : 4 kgs.

<a href="#">Update</a>	MAWB	12301122015	OriginatorId	PBELLEKE	Pieces	1	GTW	BRU
<a href="#">Delete</a>	Length	20 cm	Width	30 cm	Height	40 cm	3rd Party Hndl	
	Date	2014-12-01 08:42		Volume Wgt	4 kgs			
	Cumulated dims. / scaled weight	NO		Scaled weight	5 kgs			

Updating

Pieces	1	Originator GTW	BRU	3rd Party Handling	(optional)
Length	20 cm	Width	30 cm	Height	40 cm
Cumulated dimensions / scaled weight	<input type="checkbox"/>	Scaled weight	5 kgs		

## Delete

MAWB  ☐ Override auto verification

MAWB: 12301122015 PPW entry done, will be overwritten if you proceed.

<a href="#">MAWB Data</a>	<a href="#">Shipper Consignee</a>	<a href="#">HAWB Data</a>	<a href="#">Routing Data</a>	<a href="#">Charge Data</a>	<a href="#">Handling Codes</a>	<a href="#">Volumetric Data</a>
---------------------------	-----------------------------------	---------------------------	------------------------------	-----------------------------	--------------------------------	---------------------------------

ORG	DST	PCS	Weight	Volume Weight
BRU	AAL	5	100 kgs	125 kgs

Add new entry

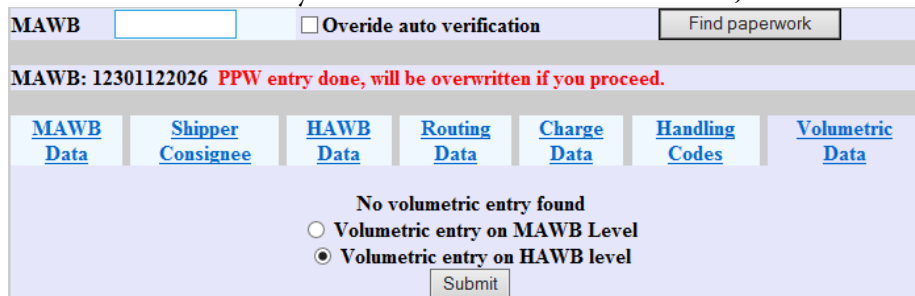
1 piece(s) checked of 5 available. Total weight checked : 4 kgs.

<a href="#">Update</a>	MAWB	12301122015	OriginatorId	PBELLEKE	Pieces	1	GTW	BRU
<a href="#">Delete</a>	Length	20 cm	Width	30 cm	Height	40 cm	3rd Party Hndl	
	Date	2014-12-01 08:42		Volume Wgt	4 kgs			
	Cumulated dims. / scaled weight	NO		Scaled weight	5 kgs			

Are you sure to delete this entry ?

## HAWB level

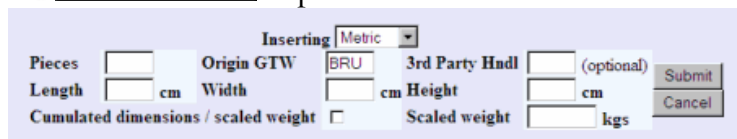
Select Volumetric entry on **HAWB** level and  



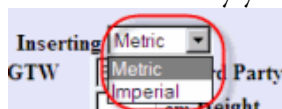
Then select HAWB from the dropdown box to enter Volumetric Data,  



  to perform a volumetric verification.



For the first entry you have the possibility to select the inserting scheme Metric or Imperial.




Once selected, all further entries will use the previous selected scheme.

### Explanation of the fields:

Inserting	The user is able to choose the measurement scheme to use for this volumetric verification.  <b>Notes:</b> Selection of a measurement scheme is only possible/allowed when creating the first volumetric entry. It is not possible to combine or use different measurement schemes for the same mawb/hawb.
Pieces	Fill the number of pieces that are volumetric checked
Originator GTW	3 letter airport code to identify the Gateway where the volumetric verification is performed
3 <sup>rd</sup> Party Handling	Enter the name of the 3 <sup>rd</sup> party (e.g. GSA, handling agent) who has provided the volumetric verifications to a DHL GTW (optional)
Length Width Height	Enter the length - width - height of the volumetric checked piece(s).
Cumulated dimensions/scaled weight	Flagged=YES: the entered dims and scaled wgt is the <b>total</b> for all pcs specified for this entry. Not flagged=NO: the entered dims and scaled wght is for <b>1 pc</b> for this entry, the system will cumulate the volume and scaled weight based upon amount of submitted pcs for this entry.
Scaled weight	Enter the scaled weight for the shipment in this entry field. <b>Keep in mind the above cumulate set up - explanation.</b>

Complete the fields and check the Cumulated dimension/scale weight checkbox if needed.

 **Submit** to confirm or **Cancel** to annul.

**Cumulated dimensions / scaled weight** ☒

[Add new entry](#)

4 piece(s) checked of 4 available. Total weight checked : 30 kgs.

Update Delete	MAWB	61515032010	OriginatorId	PBELLEKE	Pieces	2	GTW	LEJ
	Length	30 cm	Width	40 cm	Height	50 cm	3rd Party Hndl	
	Date	2013-08-13 13:02			Volume Wgt	10 kgs		
	Cumulated dims. / scaled weight			YES		Scaled weight	15 kgs	checkbox flagged

Update Delete	MAWB	61515032010	OriginatorId	PBELLEKE	Pieces	2	GTW	LEJ
	Length	30 cm	Width	40 cm	Height	50 cm	3rd Party Hndl	
	Date	2013-08-13 13:03			Volume Wgt	20 kgs		
	Cumulated dims. / scaled weight			NO		Scaled weight	30 kgs	checkbox NOT flagged

After insert, the data can still be updated or deleted on MAWB and HAWB level.

MAWB  ☐ Override auto verification [Find paperwork](#)

MAWB: 12301122026 **PPW entry done, will be overwritten if you proceed.**

MAWB Data	Shipper Consignee	HAWB Data	Routing Data	Charge Data	Handling Codes	Volumetric Data
MAWB data			HAWB data			
ORG	DST	PCS	Weight	Vol. Wgt.	Available HAWB's (chk pcs/pcs/wgt)	
BRU	AAL	6	60 kgs	kgs	0301122026: 2/3/30kgs <a href="#">GetHAWB</a>	

[Add new entry](#)

2 piece(s) checked of 3 available. Total volumeweight checked : 19.825 kgs. Total actual weight checked : 25 kgs

Update Delete	HAWB	0301122026	OriginatorId	PBELLEKE	Pieces	2	GTW	BRU
	Length	39 cm	Width	50 cm	Height	61 cm	3rd Party Hndl	
	Date	2014-12-01 09:46			Volume Wgt	19.825 kgs		
	Cumulated dims. / scaled weight			YES		Scaled weight	25 kgs	

## Export: outbound – manifest procedure

All export shipments must be:

1. scanned/reloaded into an ULD using the relevant DHL software (AHS, pTGV, TGV)
  2. ULD needs to be allocated to a movement and manifested
- OR**
3. If connection failed: freight and/or paperwork should be captured as left behind.
- Consult: [Export: failed connection procedure page 81](#)

### Manually reload freight into an uld.

The user should go to the **virtual TGV warehouse** to manually reload a shipment into a uld.



### Warehouse

In the warehouse the user can create an ULD (Unit Loading Device: container, pallet etc..), view available (already created) ULDs, and perform manual reload of freight.

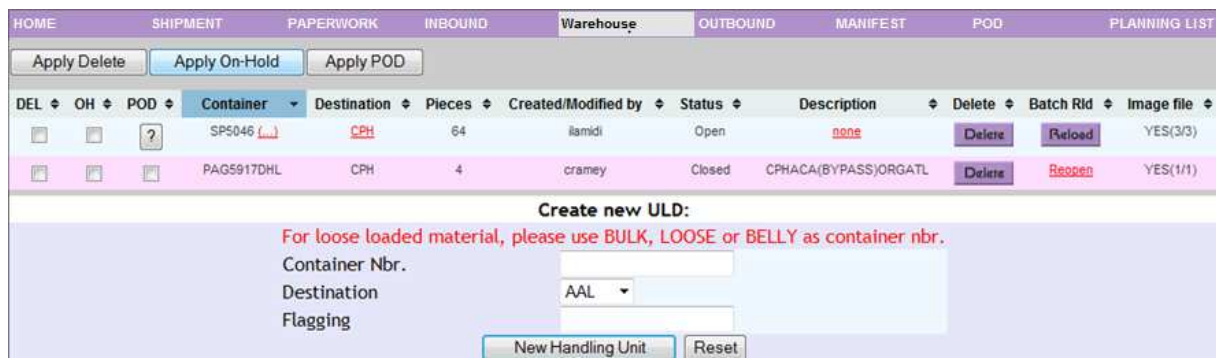


figure 37: Warehouse

**Note:** it is imperative to maintain a clean warehouse. Warehouse Uld's which: reached dest, will not be transferred, or marked On Hold or used for Pod's should be deleted.

DEL	<input type="checkbox"/> Flag box and press the “ <b>Apply Delete</b> ” button to indicate the selected ULD(s) and contents is deleted from your TGV warehouse.
OH	<input type="checkbox"/> Flag box, press “ <b>Apply On Hold</b> ” button to indicate selected ULD(s) and content is OH at your location. Consult: <a href="#">ULD On Hold via TGV warehouse page 84</a> .
POD	<input type="checkbox"/> Flag box (Pod creation for selection based upon container level/contents) and press <b>Apply POD</b> . Consult: <a href="#">Create pod for an entire ULD page 106</a> <input type="checkbox"/> Click this box, a pop up information message is displayed: The mawbs on this container are already on a POD, or container is empty
<b>Container:</b>	Container number or BULK, LOOSE or BELLY for loose loaded material .
<b>Destination:</b>	The 3 letter airportcode to identify the dest/location where ULD will be processed (sorted).
<b>Pieces:</b>	The number of pieces reloaded on this ULD
<b>Created/ modified by:</b>	The user id of the person who created the ULD, or performed last modification.
<b>Status:</b>	The status of the ULD.



<b>Description:</b>	The contents of the ULD as per Standard flagging procedures.
<b>Delete</b>	to remove the handling unit (reload-contents included) from the TGV warehouse
<b>Batch Rld</b>	Reload: to reload shipments on the selected handling unit. Click <a href="#">Reopen</a> the status of the container will be open and reload is again possible.
<b>Image File</b>	Indicates if the MAWB's in the ULD have Scanned MAWB images available or not.

## Create a new ULD (Handling Unit Device)

Before you can start to reload shipments first create a container in the virtual TGV warehouse. At the bottom of the warehouse screen you'll find the creation field.

**Create new ULD:**  
 For loose loaded material, please use BULK, LOOSE or BELLY as container nbr.

Container Nbr.

Destination

Flagging

container nr, use BULK, LOOSE or BELLY for loose loaded material  
 IATA 3 letter airport code to identify the destination for the loading unit  
 flagging as per GSFP (Global Standard Flagging Procedure)

figure 38: create new ULD


Consult **Global Standard Flagging Procedure:** [https://my.net.dpdhl.com/web/express-global/article/-/display/20150323111011462905\\_en](https://my.net.dpdhl.com/web/express-global/article/-/display/20150323111011462905_en)

  to create the new Handling Unit, the system will add the new Handling Unit to the available ULD's list.

  to clear the entry field without creating a new Handling Unit.

The following information will be loaded when a new handling unit is created.


## Reload a shipment into a container

  to load shipments in the selected handling unit.

**Note:** If the ULD has status closed you will notice the reload option is not available. In stead there is a [Reopen](#), click on this link to re-open the ULD and the reload button is re-instated.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST			
<div>Apply Delete</div> <div>Apply On-Hold</div> <div>Apply POD</div>											
DEL	OH	POD	Container	Destination	Pieces	Created/Modified by	Status	Description	Delete	Batch Rld	Image file
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SP5046	CPH	64	lansp	Open	TEST	Delete	Reload	YES(3/3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PAQ5917DHL	CPH	4	craney	Closed	CPHACA(BYPASS)ORGATL	Delete	Reopen	YES(1/1)


## Reload on mawb level.

Enter the MAWB in the MAWB/HAWB entry field and the number of pieces to be reloaded in the selected ULD and.  . The reload result will be displayed as follow.

Container	Destination	Pieces	Created/Modified by	Status	Description	Delete	Batch Rld	Image file	
<input type="checkbox"/> AAY9662DHL	<a href="#">CDG</a>	1	juanso	Open	<a href="#">TEST</a>	<a href="#">Delete</a>	<a href="#">Reload</a>	YES(2/1)	
Content of Handling Unit AAY9662DHL									
Mawb	Hawb	Loaded	Pcs	Total	Pcs	Destination	Description	Action	Image File
<a href="#">61566820401</a>	n/a	1	1	ALC	CONSOLIDATED SHIPMEN	<a href="#">Unload</a>	YES	MAWB/HAWB	
								Pieces	<input type="text" value="1"/>
								<a href="#">Submit</a>	<a href="#">Reset</a>

figure 39: Reload a shipment in a container

**Reload on hawb level.**

Enter the HAWB in the MAWB/HAWB entry field and the nr of pcs to be reloaded in the selected ULD and.  **Submit**. When you are reloading on hawb level the system will check for the mawb, it's possible that a hawb is re-used and linked to multiple mawbs. The system will then display a list of mawbs whereas the user needs to select the correct mawb.


Content of Handling Unit					
Mawb	Hawb	Loaded Pcs	Total Pcs	Destination	Description
No data available					

**Reload**

MAWB/HAWB: 61519032016 BRU-AAL

Pieces: 1

**Submit** **Reset**

 **Submit** The reload result will be displayed as follow.

Content of Handling Unit AAY1234DHL							
Mawb	Hawb	Loaded Pcs	Total Pcs	Destination	Description	Action	Image File
61519032020	1519032016	1	1	AAL	test	<b>Unload</b>	NO

**Reload more pieces then mentioned on the PPW/booking**



When reloading a MAWB or HAWB if the reloaded pieces exceed the nr of pcs mentioned on the PPW/booking, a message is displayed to advise you and an additional button will become available (**Submit (No pieces Check)**) to reload the number of pieces mentioned.


MAWB/HAWB: 12300066920

Pieces: 20

**Submit (No pieces Check)** **Submit** **Reset**

MAWB 12300066920: Reload Excess piece Count.

 **Submit (No pieces Check)** to accept the number of pieces mentioned, without letting the system check the number of pieces.  **Submit** to reload the nr of pcs, letting the system verify the mentioned pieces with the pieces mentioned on the paperwork or preadvice.

 **Reset** to clear the entry fields.

**Note:** When reloading more pcs than mentioned on the ppwk or booking if no ppw, the system will only apply the number of pieces at the reloading event. The system will not allow to manifest more pieces than mentioned on the paperwork or booking.

**The mawb cannot be reloaded cause it is blocked/cancelled or rejected!**

MAWB/HAWB: 61500942144

Pieces: 1

**Submit** **Reset**

MAWB/HAWB 61500942144 is blocked for reload in this gateway.


MAWB/HAWB: 61521146333

Pieces: 1

**Submit** **Reset**

MAWB has been canceled

The mawb is blocked for a certain reason. Consult: [Block/Unblock page 111](#) or the mawb is cancelled or rejected then contact the capacity team [acsbook.eu@dhl.com](mailto:acsbook.eu@dhl.com). **The reload button is not available!**

If the container is closed you'll need to re-open  **Reopen**, to visualize the reload button.

**Unload a shipment from the container**

 **Unload** to unload the selected MAWB/HAWB from the ULD.

### Container number is wrong - rename ULD

TGV Super-users are able to rename the ULD's with status open in the warehouse. He or she will see the (...) behind the container number.



figure 40: Re-name ULD

Click on it will load a pop-up box allowing the user to enter a new container number.



Click **OK** to apply the change. Click **Cancel** to abort without applying the change.

**Note:** the ULD name must be a unique identifier.

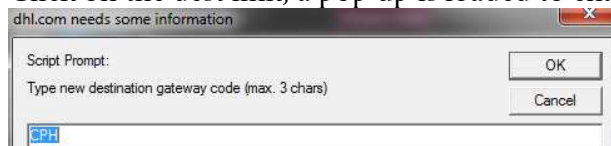
### Container destination is wrong - change destination of the ULD

You are able to change/correct the dest only if the status of the container is open.



figure 41: Change ULD destination

Click on the dest link, a pop up is loaded to change and correct the original destination.



Click **OK** to apply the change. Click **Cancel** to abort without applying the change.

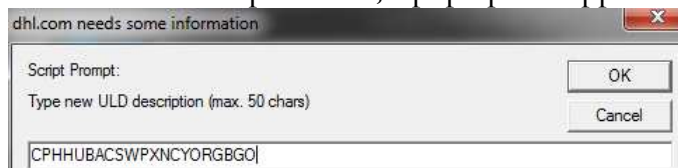
### Container description is wrong - change description of the ULD

As long as the container is open the user is able to change/correct the description (flagging).



figure 42: insert or change ULD description

Click on the description link, a pop up box appears to change the description (flagging).




[https://mynet.dpdhl.com/web/global-root/article/-/display/20150323111011462905\\_en](https://mynet.dpdhl.com/web/global-root/article/-/display/20150323111011462905_en)



### Delete a ULD (Handling Unit Device) from the warehouse

Container	Destination	Pieces	Created/Modified by	Status	Description	Delete	Batch Rld	Image file
<input type="checkbox"/> AAY9662DHL	CDG	1	juanso	Open	TEST	Delete	Reload	YES(2/1)


figure 43: Delete ULD from warehouse

 **Delete** to remove the ULD (reload included) from the warehouse. (**once deleted there is no way back, reload and uld info is lost**)

### Link (allocate) a uld to a movement

Prior to allocate a container to a movement, the outbound movement must be available.

#### Create outbound movement

Hoover over the **OUTBOUND** menu, a sub menu is listed and  on **New Outbound**.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST
					Outbound List			
					<b>New Outbound</b>			
					Update Outbound			

figure 44: New Outbound

### New outbound

To avoid double-incorrect creation of mvts,a search option appears with search criteria:

**Very Important note:** The search result takes into consideration your chosen time preference **UTC or Local!** The operational date of a mvt is based upon **STD** and **UTC** or **LT**.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	UTC: NO
<b>Create Movement</b>									
Movement Number				Movement Date (local)		3 Oct 2014			
Origin		BRU		Destination		AAL			
Movement Type		Flight		Search		Reset			

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	UTC: YES
<b>Create Movement</b>									
Movement Number				Movement Date (UTC)		3 Oct 2014			
Origin		BRU		Destination		AAL			
Movement Type		Flight		Search		Reset			

- Movement number: is not mandatory and a look alike function is applied to take into account the wildcard(s) and zero, if you key in only part of the mvt nr all mvts which look similar to your date/org/dest and mvt type criteria are displayed.
- Movement date (specific format: dd MMM yyyy or dd-MMM-yyyy = not mandatory) if empty a list of movements based upon your mvt nr criteria with start date 3 months in the past up to 1 week in the future (regardless of the movement status) and result list is limited to display a maximum of 50.
- Origin (the gtw of the user)-Destination (dropdown with gtw codes of 3 characters)
- Movement type: a dropdown where the user can select flight or truck

Fill in the search criteria, click , the system checks for existing mvt in dbCore.

**Very Important note:** You are not able to select a movement for creation when the status is: **Cancelled** or if **ATA** (Actual Time of Arrival) is already in place. If a movement already exist the movement is shown in the result as a link on the movement nr and will direct the user to the movement screen.

Matching existing movement found										
Movement Nbr	Type	Origin	Origin Sublocation	Destination	Destination Sublocation	Operational Date (Local)	Status	Registration	STD (Local)	STA (Local)
<a href="#">BCS926</a>	F	BRU		CMN		2014-10-04	OPEN	DAAEI	2014-10-04 06:50	2014-10-04 10:15

### Search movement (scheduled) Example: empty mvt nr – then date mandatory

Create Movement

Movement Number:

Movement Date (local): 11 Jul 2013

Origin: BRU Destination: LEJ

Movement Type: Flight

Matching scheduled movement(s) found

Movement Nbr	Type	Origin	Origin Sublocation	Destination	Destination Sublocation	Operational Date (Local)	Status	Registration	STD (Local)	STA (Local)
<a href="#">BCS840P</a>	FLIGHT	BRU		LEJ		2013-07-11	ATA	GBMRJ	2013-07-11 02:30	2013-07-11 03:45
<a href="#">BCS840</a>	FLIGHT	BRU		LEJ		2013-07-11	CANCELLED	GBMRJ	2013-07-11 02:30	2013-07-11 03:45
<a href="#">D01334</a>	FLIGHT	BRU		LEJ		2013-07-11	ATA	GDHLG	2013-07-11 00:10	2013-07-11 01:25
<input type="checkbox"/> D06521	FLIGHT	BRU		LEJ		2013-07-11	SCHEDULED	GDHLG	2013-07-11 23:30	2013-07-12 00:45
<a href="#">BCS1334</a>	FLIGHT	BRU		LEJ		2013-07-11	CANCELLED	GBMRD	2013-07-11 00:10	2013-07-11 01:25
<a href="#">BCS1648</a>	FLIGHT	BRU		LEJ		2013-07-11	ATA	GBMRH	2013-07-11 01:45	2013-07-11 03:00
<a href="#">BCS1657</a>	FLIGHT	BRU		LEJ		2013-07-11	ATA	DALED	2013-07-11 01:05	2013-07-11 02:20

Select/flag the specific movement and , the new created movement will be listed in the outbound list. (consult [Outbound List page 68](#))

### Search movement (scheduled) Example: mvt nr using wildcard (%)

Create Movement

Movement Number: [BCS1](#)

Movement Date (UTC): 2 May 2013

Origin: BRU Destination: LEJ

Movement Type: Flight

Matching scheduled movement(s) found

Movement Nbr	Type	Origin	Origin Sublocation	Destination	Destination Sublocation	Operational Date (UTC)	Status	Registration	STD (UTC)	STA (UTC)
<a href="#">BCS1334</a>	FLIGHT	BRU		LEJ		2013-05-02	CANCELLED	GDHLH	2013-05-02 22:10	2013-05-02 23:25
<input type="checkbox"/> <a href="#">BCS1648</a>	FLIGHT	BRU		LEJ		2013-05-02	SCHEDULED	GBIKG	2013-05-02 23:45	2013-05-03 01:00
<input type="checkbox"/> <a href="#">BCS1657</a>	FLIGHT	BRU		LEJ		2013-05-02	SCHEDULED	DALEA	2013-05-02 23:05	2013-05-03 00:20

Select/flag the specific movement and , the new created movement will be listed in the outbound list.

## Search movement (scheduled) Example mvt nr 0 in front of mvt nr digits

**Create Movement**

Movement Number: **dhv0110** Movement Date (local): 11 Jul 2013

Origin: ABJ Destination: ACC

Movement Type: Flight

**Matching scheduled movement(s) found**

Movement Nbr	Type	Origin	Origin Sublocation	Destination	Destination Sublocation	Operational Date (Local)	Status	Registration	STD (Local)	STA (Local)
<b>DHV110</b>	FLIGHT	ABJ		ACC		2013-07-11	ATA	5NJNR	2013-07-11 08:25	2013-07-11 09:25

Cancel

## Search movement (scheduled) Example mvt nr but no date indication

**Create Movement**

Movement Number: bcs1801 Movement Date (UTC):

Origin: BRU Destination: BTS

Movement Type: Flight

**Matching scheduled movement(s) found**

Movement Nbr	Type	Origin	Origin Sublocation	Destination	Destination Sublocation	Operational Date (UTC)	Status	Registration	STD (UTC)	STA (UTC)
BCS1801	FLIGHT	BRU		BTS		2013-02-05	ATA	ECKTZ	2013-02-05 02:00	2013-02-05 03:45
BCS1801	FLIGHT	BRU		BTS		2013-02-07	ATA	ECKTZ	2013-02-07 02:00	2013-02-07 03:45
BCS1801	FLIGHT	BRU		BTS		2013-05-01	CANCELLED		2013-05-01 01:00	2013-05-01 02:45
BCS1801	FLIGHT	BRU		BTS		2013-05-03	CANCELLED	ECUW	2013-05-03 01:00	2013-05-03 02:45
<input type="checkbox"/> BCS1801	FLIGHT	BRU		BTS		2013-05-07	SCHEDULED		2013-05-07 01:00	2013-05-07 02:45
<input type="checkbox"/> BCS1801	FLIGHT	BRU		BTS		2013-05-08	SCHEDULED		2013-05-08 01:00	2013-05-08 02:45
<input type="checkbox"/> BCS1801	FLIGHT	BRU		BTS		2013-05-09	SCHEDULED		2013-05-09 01:00	2013-05-09 02:45

Create movement(s) Cancel

## Create movement (scheduled) Example

mvt nr	org	dest	STD	STA
BCS1648	BRU	LEJ	22 april 2013 23:45 <b>UTC</b>	23 april 2013 01:00 <b>UTC</b>
	BRU	LEJ	23 april 2013 01:45 <b>LT</b>	23 april 2013 03:00 <b>LT</b>

Time preference **UTC**

**Create Movement**

Movement Number: bcs1648 Movement Date (**UTC**): 22 Apr 2013

Origin: BRU Destination: LEJ

Movement Type: Flight

**Matching scheduled movement(s) found**

Movement Nbr	Type	Origin	Origin Sublocation	Destination	Destination Sublocation	Operational Date (UTC)	Status	Registration	STD (UTC)	STA (UTC)
<input type="checkbox"/> BCS1648	FLIGHT	BRU		LEJ		2013-04-22	SCHEDULED		2013-04-22 23:45	2013-04-23 01:00

Create movement(s) Cancel

Time preference **LT**

**Create Movement**

Movement Number: bcs1648 Movement Date (**local**): 23 Apr 2013


Origin: BRU Destination: LEJ

Movement Type: Flight

**Matching scheduled movement(s) found**

Movement Nbr	Type	Origin	Origin Sublocation	Destination	Destination Sublocation	Operational Date (Local)	Status	Registration	STD (Local)	STA (Local)
<input type="checkbox"/> BCS1648	FLIGHT	BRU		LEJ		2013-04-23	SCHEDULED		2013-04-23 01:45	2013-04-23 03:00

Create movement(s) Cancel

Select the mvt,  . All database fields are filled with info from dbCore and the dbCore mvtid. The user is re-directed to the Outbound List, where the new mvt is listed.

**Create movement (non-scheduled) Example**

If the movement is unknown in dbCore the user is able to create the movement. Fill in the mvt's search criteria and click the **Search** button, following screen will be exhibited.


Create Movement			
Movement Number	bsc1227	Movement Date (UTC)	22 Apr 2013
Origin	BRU	Destination	MAD ▼
Movement Type	Flight ▼	<input type="button" value="Search"/> <input type="button" value="Reset"/>	

No matching scheduled movement found			
Movement Number	bsc1227	Org - Dst	BRU to MAD
Movement Date* (UTC)	22 Apr 2013	Remarks	
Registration			
STD* (UTC)	:	STA* (UTC)	:
Movement Type	F	(*) Required fields <input type="button" value="Create"/> <input type="button" value="Cancel"/>	

Complete the fields, You are forced to fill in the **STD** and **STA** (HH:MM) in **UTC** or **LT** depending your chosen time preference.

**Reason:** all PDF manifests display the **STD** and **STA** of the mvt always in **LT**.

Check if the mvt details are correct,  . The new mvt will be listed in the outbound screen. The cancel button is available to return to the search screen

**IMPORTANT Notes:** the system checks based upon **STD** and **STA** the correct **STA** date.

E.g.; if STD is 25 Feb 2014 - 23:30 LT and STA is 26 Feb 2014 - 02:30 LT the system will calculate if STA hour-minutes < STD hour-minutes then arrival date = date of STD + 1 day.

\* **The mvt nr and registration must be alphanumeric**, special characters aren't allowed.

\* As soon as a movement is created it will **not be possible to create a new movement having exactly the same movement number, origin, destination and movement date.**

\* **All movements in TGV are linked with the corresponding movement in dbCore.**

- If the movement is created based on an incoming FFM or AHS message.

\* **Matching the movements from AHS or from an FFM will take into account:**


- The movement number (taken into account the middle zero)
- The origin – destination
- The operational date

When a match is found, the movement is created with details from dbCore. If no match found the movement will be created with details from the related message

\* **Duplicate mvt-different dest:** When FFM is already received/processed and a user is creating manually a new mvt, with the same mvt nr, mvt date and origin as the existing one, following rule applies: suffix **A** is added to the new mvt nr iso replacing the existing mvt.



## Outbound List

Hoover over the **OUTBOUND** menu, a sub menu is listed and  on **Outbound List**.



The system will show all available outbound movements created in AHS and/or TGV regardless of the status of the movement.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	
#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action
14	3S117	Flight	BRU	LEJ	2013-11-20	2013-11-20 00:10	OPEN	Not Manifested	( AHS3)
1	BCS924	Flight	BRU	CMN	2014-10-04	2014-10-04 02:15	OPEN	Not Manifested	Close
2	BCS1478	Flight	BRU	LEJ	2014-09-05	2014-09-05 11:00	CLOSED	Partial Manifested	n/a
6	BCS1648	Flight	BRU	LEJ	2014-05-08	2014-05-08 01:45	CLOSED	Not Manifested	n/a
3	BCS1822R	Flight	BRU	BRU	2014-08-26	2014-08-26 02:45	ARRIVED	Complete	Hide
13	D0081	Flight	BRU	LOS	2013-11-20	2013-11-20 06:05	CLOSED	Not Manifested	( AHS3)
15	D0978	Flight	BRU	CVG	2013-11-19	2013-11-19 21:15	OPEN	Pre-Manifested	
9	PB	Truck	BRU	AAL	2013-12-16	2013-12-16 21:30	OPEN	No Content	Delete

figure 45: Outbound list

## Delete an empty movement

The action button [Delete](#) is only available when a movement doesn't have any contents.

## Update movement

To update a movement can be done via the **Outbound** menu select **Outbound List** or via **Update Movement**.



**Note:** You can only update a mvt type,dest, mvt nr, STD-STA of a non scheduled mvt!.

If a non scheduled mvt was created with wrong details, it is possible to change/correct as long as the movement isn't manifested. From the outbound list click on the mvt hyperlink.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	UTC-08
Outbound	<a href="#">Flight</a>	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest	Status	Action
	<a href="#">BCS1646</a>	2013-03-19	2013-03-19 15:15	BRU	AAL	OPEN	---	No Content	n/a	<a href="#">(Flight)</a>


To change any related movement detail  on [Flight](#) or [Truck](#), following screen is displayed.



figure 46: Update movement details

Make or select the correct changes and [Update](#) to apply the changes to the Mvt details.  
[Original](#) to reset and keep the original Mvt details.

**Note:** To update an existing movement following restrictions have been implemented. For a truck movement the movement nr must be alphanumeric, no special characters are allowed! For a flight movement the movement nr and the registration must be alphanumeric, no special characters are allowed!

### Set the movement destination (if missing)

on the movement which has no destination and following screen is exhibited.

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
<a href="#">VS029</a>	2012-11-14	N/A	LHR	<a href="#">set</a>	OPEN	<a href="#">Create</a>	Not Manifested	n/a ( <a href="#">Flight</a> )
<a href="#">Loaded ULDs</a>		<a href="#">MAWBS</a>		<a href="#">Manifest</a>		<a href="#">Available ULDs</a>		<a href="#">Reload</a>
MAWB	Dst	Cs	Container	MAWB Pieces	Reloaded Pieces	Manifested Pieces	PPW PPW at LHR	Transit PPW Image File
<a href="#">61568974301</a>	SJO	X	Unknown	2	2	0	Done	--- YES
<a href="#">61569068086</a>	CCS	X	Unknown	2	2	0	Done	--- YES

figure 47: Set movement destination

To insert the movements destination [set](#) and following pop up will be displayed.

**Explorer User Prompt**

Script Prompt: [OK](#)

Enter Destination: [Cancel](#)

[UNK](#)

Fill in the destination of the movement [OK](#) to capture or [Cancel](#) to abort.

**Note:** The movement destination must be set before a manifest can be created.

### Load (allocate) uld from the TGV warehouse to the outbound movement


From the **Outbound** menu go to the **Outbound List** and click on the mvt hyperlink ([3S117](#)).

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
<a href="#">BCS946</a>	2014-10-04	2014-10-04 09:25	BRU	DKR	OPEN	---	No Content	n/a ( <a href="#">Flight</a> )
<a href="#">Loaded ULDs</a>	<a href="#">MAWBS</a>		<a href="#">Manifest</a>		<a href="#">Available ULDs</a>		<a href="#">Reload</a>	
This movement is empty.								

[Available ULDs](#) these ULD's are in the warehouse and can be linked to the outbound mvt.

Outbound <a href="#">Flight</a>	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action		
<a href="#">TST</a>	2013-12-16	2013-12-16 23:30	BRU	AAL	OPEN	---	No Content	n/a ( <a href="#">Flight</a> )		
<a href="#">Loaded ULDs</a>	<a href="#">MAWBS</a>		<a href="#">Manifest</a>		<a href="#">Available ULDs</a>		<a href="#">Reload</a>			
Available containers in warehouse										
<a href="#">Container</a>	<a href="#">Destination</a>	<a href="#">Pieces</a>	<a href="#">Created by</a>	<a href="#">Status</a>	<a href="#">Description</a>	<a href="#">Allocate</a>	<a href="#">Delete</a>	<a href="#">Batch Rld</a>	<a href="#">Print</a>	<a href="#">Image File</a>
AAC0809OHL	BOY	19	pbeleke	Open	none	<input type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Reload</a>	<a href="#">Print</a>	NO
AAV0209OHL	LOS	15	pbeleke	Open	"	<input type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Reload</a>	<a href="#">Print</a>	NO
ABU1234OHL	JFK	15	pbeleke	Open	none	<input type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Reload</a>	<a href="#">Print</a>	NO
BELLY	JFK	7	pbeleke	Open	none	<input type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Reload</a>	<a href="#">Print</a>	NO
<a href="#">Allocate</a>										

figure 48: Available containers in the warehouse




Select the ULD (1 or more) you want to allocate to the outbound movement and  **Allocate**, the system will add the ULD(s) to the movement as **Loaded ULD's**.

Outbound <a href="#">Flight</a>	Mvt Date		STD		Origin	Destination	Status	Pre-Manifest	Manifest Status	Action					
<a href="#">K4978</a>	2014-10-17		2014-10-17 21:20		BRU	CVG	OPEN	<a href="#">Create</a>	Not Manifested	n/a ( <a href="#">Flight</a> )					
Loaded ULDs		MAWBS		Manifest		Available ULDs		Reload							
Container	HUD	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Reload	Print	Image File
<a href="#">AAC9537DHL</a>	T53055602	BRU	MTY	1	MessageHUB	2014-10-17	Open	Not Manifested	<a href="#">none</a>	K4978 (>>CVG)	To WH	Delete	Reload	Print	YES(1/7)
<a href="#">AMX8034DHL</a>	H368594752	BRU	CVG	3	sUser_sName	2014-10-17	Closed	Not Manifested	<a href="#">none</a>	K4978 (>>CVG)	(AHS3)	(AHS3)	(AHS3)	Print	YES(3/3)

figure 49: Loaded ULD(s) of an outbound movement

**Note:** The buttons **To WH** **Delete** **Reload** **Print** aren't available for AHS owned ULD(s).

Once allocated to the outbound movement and not manifested the user can still:

-  **To WH** to de-allocate (offload) uld('s) from the movement back to the TGV warehouse.
-  **Delete** to delete uld('s) (reload included) from the outbound mvt (**once deleted there s no way back al reload and uld info is lost**).
-  **Reload** to reload or unload shipments to/from the uld; consult [Reload a shipment into a container page 61](#) and [Unload a shipment from the container page 62](#)


### Container already assigned to a movement

If a ULD was already allocated to a mvt the user will be notified and allocation is not possible.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	ULD ID
	Outbound <a href="#">Flight</a>	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action	
	<a href="#">D0978</a>	2013-11-19	2013-11-19 21:15	BRU	CVG	OPEN	<a href="#">Create</a> <a href="#">Create Image File</a>	NONE	n/a ( <a href="#">Flight</a> )	
<div>Loaded ULDs</div> <div>MAWBS</div> <div>Manifest</div> <div>Available ULDs</div> <div>Reload</div>										
Container already assigned to a movement.										
Available containers in warehouse										
Container	Destination	Pieces	Created by	Status	Description	Allocate	Delete	Batch Rld	Print	Image File
VDE1234DHL	LEJ	15	jvandere	Closed	none	<input type="checkbox"/>	<a href="#">Delete</a>	<a href="#">Reopen</a>	<a href="#">Print</a>	NO
<a href="#">Allocate</a>										



### Load mail bags to the outbound movement

Mail requirement: how to add besides the mawb also the CN38/41/46/47-AV7 to a mfst?.


Hoover over the **SHIPMENT** menu, a sub menu is listed and  on **Mail**.

CN38 & AV7 input					
CN38/AV7	ORG	DST	PCS	WGT	
					<a href="#">Submit</a>
CN38/AV7	ORG	DST	PCS	WGT	
DEA013553M7F	FRA	SHA	1	5.6	<a href="#">Delete</a>
DEA013549E06	FRA	SHA	1	9.4	<a href="#">Delete</a>
DEA013543MAU	FRA	SHA	1	2.1	<a href="#">Delete</a>


figure 50: Mail input

Enter the CN38 / AV7 details and  **Submit** to add the input to the list.  **Delete** to remove an entry from the list. The entries performed in this option are available for manifesting. See [Create outbound manifest including mail CN38/AV7 load for a mvt page 76](#) for more details.

## Un-load (de-allocate) an uld from a movement

Hover over the **OUTBOUND** menu, a sub menu is listed and  on **Outbound List**. You are able to un-load/de-allocate an ULD('s) only from an un-manifested movement.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	
#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action
14	<a href="#">35117</a>	<a href="#">Flight</a>	BRU	LEJ	2013-11-20	2013-11-20 00:10	OPEN	Not Manifested	(AHS3)
1	<a href="#">BCS924</a>	<a href="#">Flight</a>	BRU	CMN	2014-10-04	2014-10-04 02:15	OPEN	Not Manifested	<a href="#">Close</a>
2	<a href="#">BCS1478</a>	<a href="#">Flight</a>	BRU	LEJ	2014-09-05	2014-09-05 11:00	CLOSED	Partial Manifested	n/a
6	<a href="#">BCS1640</a>	<a href="#">Flight</a>	BRU	LEJ	2014-05-08	2014-05-08 01:45	CLOSED	Not Manifested	n/a




 on the mvt hyperlink ([35117](#)) and then click on **Loaded ULDs**.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	PDF-DOC						
Outbound Flight		Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action							
D0978		2013-11-19	2013-11-19 21:15	BRU	CVG	OPEN	Create Create Image File	NONE	n/a (Flight)							
Loaded ULDs		MAWBS		Manifest		Available ULDs		Reload								
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest	Status	Descr	Location	To WH	Delete	Reload	Print	Image File
AAA0109DHL	OPS5480607	BRU	CVG	3	pbelleke	2014-09-01	Closed	Not Manifested	none	D0978 (>>CVG)	To WH	Delete	Reload	Print	NO	
AAA7777DHL	OPS5480514	BRU	CVG	5	padipiet	2013-12-12	Closed	Not Manifested	none	D0978 (>>CVG)	To WH	Delete	Reload	Print	YES(2/2)	
AAJ1659DHL	H364905170	BRU	CVG	1	sUser_sName	2013-11-19	Closed	Not Manifested	none	D0978 (>>CVG)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)	
PAG4765DHL	H364859946	BRU	CVG	1	sUser_sName	2013-11-18	Closed	Not Manifested	none	D0978 (>>CVG)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)	
PAG9093DHL	H364859950	BRU	CVG	1	sUser_sName	2013-11-18	Closed	Not Manifested	none	D0978 (>>CVG)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)	

figure 51: Unload-offload ULD from movement

 **To WH** to de-allocate (offload) ULD(s) + contents from a mvt, back to TGV warehouse.

## Unload a shipment from the container

Hover over the **OUTBOUND** menu and  **Outbound List**.  on the mvt hyperlink ([35117](#)), then on **Loaded ULDs**.  on the Container link ([AAA0109DHL](#)) to view the ULD content. As long as the mvt has no manifest you are able to un-load/de-allocate ULD('s) from the mvt.

Outbound	<a href="#">Flight</a>	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action							
	<a href="#">D0978</a>	2013-11-19	2013-11-19 21:15	BRU	CVG	OPEN	<a href="#">Create</a> <a href="#">Create Image File</a>	NONE	n/a ( <a href="#">Flight</a> )							
Loaded ULDs		MAWBS		Manifest		Available ULDs		Reload								
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest	Status	Descr	Location	To WH	Delete	Reload	Print	Image File
<a href="#">AAA0109DHL</a>	OPS5480607	BRU	CVG	3	pbelleke	2014-09-01	Closed	Not Manifested	none	D0978 (>>CVG)		<a href="#">To WH</a>	<a href="#">Delete</a>	<a href="#">Reload</a>	<a href="#">Print</a>	NO
<a href="#">AAA7777DHL</a>	OPS5480514	BRU	CVG	5	padipiet	2013-12-12	Closed	Not Manifested	none	D0978 (>>CVG)		<a href="#">To WH</a>	<a href="#">Delete</a>	<a href="#">Reload</a>	<a href="#">Print</a>	YES(2/2)
<a href="#">AAJ1659DHL</a>	H364905170	BRU	CVG	1	sUser_sName	2013-11-19	Closed	Not Manifested	none	D0978 (>>CVG)	(AHS3)(AHS3)(AHS3)				<a href="#">Print</a>	YES(1/1)
<a href="#">PAG4765DHL</a>	H364859946	BRU	CVG	1	sUser_sName	2013-11-18	Closed	Not Manifested	none	D0978 (>>CVG)	(AHS3)(AHS3)(AHS3)				<a href="#">Print</a>	YES(1/1)
<a href="#">PAG9093DHL</a>	H364859950	BRU	CVG	1	sUser_sName	2013-11-18	Closed	Not Manifested	none	D0978 (>>CVG)	(AHS3)(AHS3)(AHS3)				<a href="#">Print</a>	YES(1/1)
<a href="#">PMC1420DHL</a>	H364863354	CDG	CVG	3	sUser_sName	2013-11-18	Closed	Not Manifested	none	D0978 (>>CVG)	(AHS3)(AHS3)(AHS3)				<a href="#">Print</a>	YES(1/1)
<a href="#">PMC1631DHL</a>	H364863376	CDG	CVG	8	sUser_sName	2013-11-18	Closed	Not Manifested	none	D0978 (>>CVG)	(AHS3)(AHS3)(AHS3)				<a href="#">Print</a>	YES(1/1)
Content of Handling Unit <a href="#">AAA0109DHL</a>																
	Mawb	Hawb	Loaded Pcs	Total Pcs	Destination	Description	Action	Trns. To	Image File							
<input type="checkbox"/>	<a href="#">61525082116</a>	n/a	3	10	CVG	NEWSPAPERS	<a href="#">Unload</a>		NO							

figure 52: Unload-remove-shipment from ULD

 **Unload** to unload and remove the reload of mawb/hawb from the loaded ULD.




## Merge handling unit into other handling unit

Crossload content of a non AHS ULD into another non AHS ULD of the same movement.

### Notes:

- If a movement has status closed-mfsted or no mfst you are able to merge :
  - \* handling unit into other handling unit
  - \* movement into other movement
- If a movement has status open-pre-mfsted or no mfst you are able to merge:
  - \* handling unit into other handling unit
- [The merge option doesn't work for Handling units older than 15 days.](#)
- Only ULDs allocated to the same movement [can be selected to merge.](#)
- [Only mvts with the same dest and available in the outboundlist can be selected to merge.](#)

From the **outbound movement**  on **Loaded ULDs** and then  on the ULD number you want to merge (cross load), the following option will appear below the container list.

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
BCS1648	2014-10-21	2014-10-21 01:45	BRU	LEJ	CLOSED		Not Manifested	<a href="#">Manifest</a> <a href="#">Flight</a>

Container	HUD	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Reload	Print	Image File
AAB1357DHL	OPS5480632	BRU	HAI	1	pbelleke	2014-10-20	Closed	Not Manifested	none	BCS1648 (>>LEJ)	To WH	Delete	Reload	Print	NO
AAC9518DHL	OPS5480635	BRU	HAI	1	pbelleke	2014-10-20	Closed	Not Manifested	none	BCS1648 (>>LEJ)	To WH	Delete	Reload	Print	NO
ABC1234DHL	OPS5480631	BRU	LEJ	1	pbelleke	2014-10-20	Closed	Not Manifested	none	BCS1648 (>>LEJ)	To WH	Delete	Reload	Print	NO
AEB1593DHL	OPS5480634	BRU	CGN	1	pbelleke	2014-10-20	Closed	Not Manifested	none	BCS1648 (>>LEJ)	To WH	Delete	Reload	Print	NO
P2P2468DHL	OPS5480633	BRU	FRA	1	pbelleke	2014-10-20	Closed	Not Manifested	none	BCS1648 (>>LEJ)	To WH	Delete	Reload	Print	NO


  

Content of Handling Unit AAB1357DHL									
Mawb	Hawb	Loaded Pcs	Total Pcs	Destination	Description	Action	Trans. To	Image File	
12317102013	n/a	1	10	LEJ	test	<a href="#">Unload</a>		NO	



[Assign for transfer...](#)

Merge handling unit into other handling unit:

figure 53: Merge handling unit into other handling unit

Select the ULD within the same movement from the dropdown list where you want to cross load the previous uld into and  . The contents of the first handling unit is automatically merged/crossloaded into the selected second handling unit, and therefore the first handling unit will disappear from the list of loaded ULDs.

## Create pre-manifest

You can generate and print a pre-manifest **before the movement is closed**. From the **OUTBOUND**  **Outbound List**, click on the mvt nr hyperlink ([D0081](#)) and  **Pre-Manifest** [Create](#)

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	UTC: NO					
Outbound <a href="#">Flight</a>		Mvt Date	STD	Origin	Destination	Status	Pre-Manifest <a href="#">Create</a>	Manifest Status	Action						
D0081		2013-11-20	2013-11-20 06:05	BRU	LOS	OPEN		Not Manifested	n/a ( <a href="#">Flight</a> )						
Loaded ULDs		MAWBS		Manifest			Available ULDs		Reload						
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Reload	Print	Image File
AAA5890DHL	H364541085	BRU	ABJ	18	sUser_sName	2013-11-13	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	<a href="#">Print</a>	YES(1/1)
AAC7823DHL	H364792024	BRU	ABJ	42	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	<a href="#">Print</a>	YES(1/1)
AAC8853DHL	H364806816	LEJ	DLA	4	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	<a href="#">Print</a>	YES(1/1)
AAC9567DHL	H364780043	LEJ	LOS	17	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	<a href="#">Print</a>	YES(2/2)
AAC9750DHL	OPS5478740	BRU	ABJ	17	FFM	2013-11-18	Closed	Not Manifested	none	D0081 (>>LOS)	<a href="#">To WH</a>	<a href="#">Delete</a>	<a href="#">Reload</a>	<a href="#">Print</a>	YES(2/2)
AAC3017DHL	H36466780	EMA	LOS	2	sUser_sName	2013-11-15	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	<a href="#">Print</a>	YES(1/1)

figure 54: Create pre-manifest

HOME

MAHRS

INBOUND

OUTBOUND

MANIFEST

POD

NONE

CANCELLED

RECEIVED

CON-SHIP

DELIVER

Outbound Flight

Mvt Date

STD

Origin

Destination

Status

Pre-Manifest

Manifest Status

Action

BCS1648

2013-03-20

2013-03-20 01:45

BRU

LEJ

OPEN

Create

NONE

Close (Flag)

Loaded ULds:

MAWBS

Available ULds

Rational

Pre-Manifest Reference

BRU130320BCS1648N001

Created

2013-03-25 11:23

Userld

phdela

Manifest Status

New

PRE-MANIFEST has been processed correctly.

Resend IATA

Send as bit

Send as pdf

Send as XML

Accounts:

All

Include

Exclude

EMAIL

EMAIL

EMAIL

EMAIL

EMAIL

CONFIRMED

Cancel Ex-Air

Transfer

MAWB

Air Cargo

Control / Agent

A/C Item

A/C Item

MAWB CDP

MAWB

Destination

Manifested

Pieces

Total pieces

Reloaded

Pieces

61520032014

CDG

1

1

61565264000

CWG

4

4

4

4

61503366952

VAW

1

1

1

1

61502610053

WAW

1

2

1

1

61503510264

WAW

1

1

1

1

99222000812

CWG

92

92

92

92

MOVEMENT TOTAL :

100(Pcs)

4.819 k(gas/Wrt)

1.860 k(gas/Wgt)

615-03104662

1(Pcs)

10.0 k(gas/Wgt)

6.0 k(gas/Wgt)

TST

ACN

BRU

WAW

1T

MAGAZINES

615-03110283

1(Pcs)

10.0 k(gas/Wgt)

280.0 k(gas/Wgt)

TST

ACN

BRU

WAW

1T

CONSOLIDATED

615-03110264

1(Pcs)

1.000 k(gas/Wgt)

1.000 k(gas/Wgt)

TST

ACA

LEJ

WAW

3T

MAGAZINES

AAA11367DH :

CGN

92(Pcs)

2.375 k(gas/Wgt)

0.9 k(gas/Wgt)

99222000812

BRU(Ex)

1,375 k(gas/Wgt)

Hls

TST

ACA

GER

CWG

1T

CONSOLIDATION

AAVH68ZHL :

CDG

1(Pcs)

10.0 k(gas/Wgt)

15.0 k(gas/Wgt)

615-24120114

1(Pcs)

10.0 k(gas/Wgt)

15.0 k(gas/Wgt)

TST

ACA

BRU

CDG

6

test

ALP2468DHL :

LEX

4(Pcs)

254.0 k(gas/Wgt)

0.0 k(gas/Wgt)

615-89284629

4(Pcs)

254.0 k(gas/Wgt)

Kln

TST

ACS

JKL

CWG

1T

CONSOLIDATION

MOVEMENT TOTAL :

100(Pcs)

4.819 k(gas/Wrt)

1.860 k(gas/Wgt)

Container Pre-Manifest

HOME

SHIPMENT

PAPERWORK

INBOUND

Warehouse

OUTBOUND

MANIFEST

POD

PLANNING LIST

LABEL

#

Movement

Type

Org

Dst

Mvt Date

STD

Status

Manifest

Action

15

OD978

Flight

RRI

CVG

2013-11-19

2013-11-19 21:15

OPEN





Pre-Manifested

When a pre-manifest is created, the system loads the pre-manifest details and allows to print (see [Print layout of different \(pre\) manifests page 124](#)) and mail (see [Send Manifest page 78](#))

**TGV (OPS.....) ULD's**

Once the pre-manifest is created, you can still edit the mvt contents (extra reload, unload) **if it is not an AHS owned uld.**

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	UPS ID
	Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action	
	D097S	2013-11-19	2013-11-19 21:15	BRU	CVG	OPEN	Create Create Image File	NONE	n/a (Flight)	
Loaded ULDs		MAWBS		Manifest			Available ULDs		Reload	
Container	HUID	Org	Dst Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH Delete Reload Print Image File
AAA7777DHL	OPS5480514BRU	CVG	5	padipiet	2013-12-12	Closed	Not Manifested	none	D097S >> CVG	To WH Delete Reload Print YES(2/2)
AAJ1659DHL	H364905170	BRU	CVG	1 sUser sName	2013-11-19	Closed	Not Manifested	none	D097S >> CVG (AHS3)(AHS3)(AHS3)	Print YES(1/1)
PAG4765DHL	H364859946	BRU	CVG	1 sUser sName	2013-11-18	Closed	Not Manifested	none	D097S >> CVG (AHS3)(AHS3)(AHS3)	Print YES(1/1)

**Note:** The buttons     aren't available for AHS owned ULD(s).

If the outbound movement is still open, not manifested only pre-manifest; the user can still:

- \* **To WH** De-allocate (offload) uld('s) + contents from the movement back to the warehouse.
- \* **Delete** Delete loaded uld('s) (reload included) from the outbound mvt (**once deleted there s no way back al reload and uld info is lost**).
- \* **Reload** Reload or unload shipments to/from the uld; consult *Reload a shipment into a container page 61* and *Unload a shipment from the container page 62*

When one of the above actions is performed you can generate another pre-manifest, or proceed with closing the movement and create the final manifest. (See *Close and create (final) manifest*

*for a movement page 74*Error! Reference source not found.Error! Reference source not found.Error! Reference source not found.).

### AHS (H.....) ULD's

A generated pre-manifest for only AHS owned ULD's cannot be altered by a TGV user. All changes and updates (scanning-unload-allocation-de-alloaction) needs to be performed in AHS and transmitted into TGV. When new AHS changes or updates are transmitted the previous pre-manifest is removed and you can generate another pre-manifest See *Create pre-manifest page 73*), or wait until movement is closed in AHS and create the final manifest. (See *Close and create (final) manifest for a movement page 74*Error! Reference source not found.Error! Reference source not found.Error! Reference source not found.).

#### Notes:

- \* When you edit the contents (Load / Unload ULD's and/or MAWB's/HAWB's) of a pre-manifested movement, the system will remove the created pre-manifest and you can create a new pre-manifest or after closure a regular final manifest can be issued. (See *Close and create (final) manifest for a movement page 74*).
- \* Once the mvt is closed the option to create or edit the pre-mfst is disabled.

### What is the difference between a pre-manifest and a manifest?

Creation of a pre(preliminary)-mfst is an option to issue a draft mfst until the movement is closed and the final mfst can be issued, and allows to perform actions such as: allocate extra uld(s), de-allocate uld(s), reload extra pc(s) in uld(s) and un-load pc(s) from uld. The generated pre-manifest is removed if any of the previous actions is performed. A final manifest can be created after closure of the mvt and is the final step. If for some reason afterwards extra ulds/contents are loaded, the status will become **Partial Manifested** and you will need to create a second mfst. Consult: *Handle partial manifest page 77*

**Note:** Creation of a pre-manifest is only available for open mvts and doesn't generate a **FFM!** Regarding image files of mawbs consult the *Create image file*

### Close and create (final) manifest for a movement

When all shipments are reloaded in ulds and all ulds are loaded to the outbound movement: the outbound procedure is complete and finalize. Next steps are:


- \* close the outbound movement manually in TGV or via AHS
- \* manage outbound manifest and if necessary partial manifest
- \* depart a movement
- \* if required return a movement (back to origin)
- \* hide a movement

**Note:** In order to manifest an outbound movement you will have to ensure the following

- A non-AHS movement must be closed manually.
- An AHS movement is closed in AS400 and status is transmitted to TGV and will color **RED** when closed, a movement destination must be set before a manifest can be issued.
- A partially manifested movement is colored **ORANGE** until complete manifested.





## Close movement

**Note:** for AHS movements the close button will not be available, closure is done in AHS. Hoover over the **OUTBOUND** menu  on **Outbound List**, the system shows all available outbound mvts created in TGV or AHS regardless of the status of the mvt.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	
#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action
14	35117	Flight	BRU	LEJ	2013-11-20	2013-11-20 00:10	OPEN	Not Manifested	(AHS3)
1	BCS924	Flight	BRU	CMN	2014-10-04	2014-10-04 02:15	OPEN	Not Manifested	Close
2	BCS1478	Flight	BRU	LEJ	2014-09-05	2014-09-05 11:00	CLOSED	Partial Manifested	n/a
6	BCS1348	Flight	BRU	LEJ	2014-05-08	2014-05-08 01:45	CLOSED	Not Manifested	n/a
3	BCS1622B	Flight	BRU	BRU	2014-08-26	2014-08-26 02:45	ARRIVED	Complete	Hide
13	D0081	Flight	BRU	LOS	2013-11-20	2013-11-20 06:05	CLOSED	Not Manifested	(AHS3)
15	D0978	Flight	BRU	CVG	2013-11-19	2013-11-19 21:15	OPEN	Pre-Manifested	
9	PB	Truck	BRU	AAL	2013-12-16	2013-12-16 21:30	OPEN	No Content	Delete

figure 55: Close movement

If for non AHS movements operations is finalized and mvt is ready  [Close](#).


Or from the **OUTBOUND** list click on the movement hyperlink ([BCS1648](#)) and  [Close](#)

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	UTC-00					
Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action							
BCS924	2014-10-04	2014-10-04 02:15	BRU	CMN	OPEN	Create	Not Manifested	Close	Flight						
Loaded ULDs	MAWBs	Manifest	Available ULDs	Reload											
MAWB	Dst Cs	Container	MAWB Pieces	Reloaded Pieces	Manifested Pieces	PPW	PPW at BRU	PPW at GTW	Image File						
61507016995	LIS C	AAA0001DHL	1	6	0	Missing	Accept PPW	YES							
HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	UTC-00					
Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action							
D0081	2013-11-20	2013-11-20 06:05	BRU	LOS	CLOSED		Not Manifested	Manifest	Flight						
Loaded ULDs	MAWBs	Manifest	Available ULDs	Reload											
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Reload	Print	Image File
AAA5890DHL	H364541085	BRU	ABJ	18	sUser_sName	2013-11-13	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)
AAC7823DHL	H364792024	BRU	LOS	42	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)
AAC8853DHL	H364806816	LEJ	DLA	4	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)
AAC9567DHL	H364780043	LEJ	LOS	17	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(2/2)
AAC9750DHL	OPS5478740	BRU	ABJ	17	FFM	2013-11-18	Closed	Not Manifested	none	D0081 (>>LOS)	To WH	Delete	Reload	Print	YES(2/2)
AAX3017DHL	H364766780	EMA	LOS	2	sUser_sName	2013-11-15	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)

Once the outbound mvt is closed and not manifested; for **non AHS ulds** the user can still:


- \* De-allocate (offload) loaded uld('s) from the outbound mvt back to the warehouse.
- \* Delete loaded uld('s) (reload included) (**deleted = no way back all rld/uld info is lost**).
- \* Reload or unload shipments to/from the uld; consult [Reload a shipment into a container page 61](#) and [Unload a shipment from the container page 62](#)

## Create outbound manifest for a movement

From the **Outbound – Outbound list**  on the movement you want to manifest.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	UTC-00					
Outbound Flight		Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action						
D0081		2013-11-20	2013-11-20 06:05	BRU	LOS	CLOSED		Not Manifested	Manifest (Flight)						
Loaded ULDs		MAWBs		Manifest		Available ULDs		Reload							
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Reload	Print	Image File
AAAS890DHL	H364541085	BRU	ABJ	18	sUser_sName	2013-11-13	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)
AAC7823DHL	H364792024	BRU	LOS	42	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)
AAC8853DHL	H364806816	LEJ	DLA	4	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)
AAC9567DHL	H364780043	LEJ	LOS	17	sUser_sName	2013-11-16	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(2/2)
AAC9750DHL	OPS5478740	BRU	ABJ	17	FFM	2013-11-18	Closed	Not Manifested	none	D0081 (>>LOS)	To WH	Delete	Reload	Print	YES(2/2)
AAX3017DHL	H364766780	EMA	LOS	2	sUser_sName	2013-11-15	Closed	Not Manifested	none	D0081 (>>LOS)	(AHS3)	(AHS3)	(AHS3)	Print	YES(1/1)

figure 56: Create manifest

 [Manifest](#), and following screen will be exhibited.

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
<a href="#">3S117</a>	2014-10-16	2014-10-16 23:30	BRU	LEJ	ARRIVED	<a href="#">Create Image File</a>	Complete	n/a (Flight)

Manifest Reference	Created	UserId	Manifest Status
BRU1410163S117N001	2014-10-16 23:05	lvvangood	Prepared

Sent on 2014-10-16 23:06

Resend IATA Send as txt Send as pdf

Accounts: ☒ All ☐ Include ☐ Exclude \*\*\*

☐ EMAIL ☐ EMAIL ☐ EMAIL ☐ EMAIL ☐ EMAIL

Manifest has been processed correctly.

Manifest BRU1410163S117N001

[Cancel](#) [Cancel Ex Acc](#) [Transfer No ULD](#) [Transfer](#) [MAWB](#) [Air Cargo](#)

[Container](#) [ContainerPage](#) [A/C Serial](#) [A/C by Acc](#) [MAWB CBP](#)

MAWB	Destination	Customs Status	Manifested Pieces	Total pieces	Reloaded Pieces
<a href="#">61518172361</a>	ARN	C	8	8	8
<a href="#">61516342620</a>	BAH	X	24	24	24
<a href="#">61518846730</a>	BOD	T1	1	1	1
<a href="#">61573991153</a>	BSL	X	1	1	2
<a href="#">61518172404</a>	BUD	C	6	6	6
<a href="#">61573227544</a>	DUB	T1	1	1	1

**Explanation of fields (manifest details):**

<b>Manifest Reference:</b>	Defines a unique manifest reference number.
<b>Created:</b>	Defines the date and time when the manifest was created.
<b>UserId:</b>	Defines the UserId of the person who created the manifest.
<b>Manifest Status:</b>	Defines the status of the manifest.

**Create outbound manifest including mail CN38/AV7 load for a mvt**

From the **Outbound - Outbound list** select the mvt you want to manifest and [Manifest](#)

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
<a href="#">3S570</a>	2013-05-24	2013-05-24 06:05	LEJ	PVG	CLOSED		Not Manifested	<a href="#">Manifest</a> <a href="#">Flight</a>

Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Reload	Print	Image File
AMJ0158DHL	OPS4907488	LEJ	PVG	1	pbeleke	2013-05-24	Closed	Not Manifested	none	3S570 (>>PVG)	To WH	Delete	Reload	Print	NO

Message from webpage

Do you want to add mail bags ?

[OK](#) [Cancel](#)

figure 57: Create manifest and add mail bags

- [Cancel](#) to proceed without adding mailbags to the manifest.
- [OK](#) to proceed and select the mailbags you want to add to this manifest.

CN38 / AV7 load					
	CN38/AV7	ORG	DST	PCS	WGT
<input type="checkbox"/>	DEA013553M7F	FRA	PVG	1	5.2
<input type="checkbox"/>	DEA013549E06	FRA	PVG	1	9.4
<input type="checkbox"/>	DEA013543MAU	FRA	PVG	1	2.1
<a href="#">Add selected...</a>					

figure 58: Select/add mail bags

Select the CN38/AV7's you want to manifest on this movement and [Add selected...](#)

The system will besides the reloaded mawbs also manifest all selected mailbags.

**Notes:** Only CN38/AV7 (mailbags) with **an identical dest as the mvt destination** will be taken into consideration. So the message to add mail bags to a manifest will only be shown if there is CN38/AV7 input with an identical destination as the mvt destination. Mailbags will only appear on the last page of the Air Cargo and Consolidated manifest.

## Handle partial manifest

If after the manifest creation; extra uld(s) with contents are allocated to the movement the manifest status will change from complete to **Partial Manifested**.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POO	PLANNING LIST	PRINT	UTC-NO
#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action	
14	D0081	Flight	BRU	LOS	2013-11-20	2013-11-20 06:05	CLOSED	Not Manifested	(AHS3)	
1	BCS1648	Flight	BRU	LEJ	2014-10-21	2014-10-21 01:45	CLOSED	Not Manifested	n/a	
3	BCS1478	Flight	BRU	LEJ	2014-09-05	2014-09-05 11:00	CLOSED	Partial Manifested	n/a	
7	BCS1648	Flight	BRU	LEJ	2014-05-08	2014-05-08 01:45	CLOSED	Not Manifested	n/a	
15	3E117	Flight	BRU	LEJ	2013-11-20	2013-11-20 00:10	OPEN	Not Manifested	(AHS3)	
6	TESTABC	Flight	BRU	DME	2014-05-08	2014-05-08 02:00	CLOSED	Complete	Hide	
16	D0978	Flight	BRU	CVG	2013-11-19	2013-11-19 21:15	OPEN	Pre-Manifested		
2	BCS924	Flight	BRU	CMN	2014-10-04	2014-10-04 02:15	OPEN	Pre-Manifested		

figure 59: Handle partial manifest

on the movement hyperlink ([BCS1648](#)).

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action																																																																		
BCS1648	2013-03-20	2013-03-20 01:45	BRU	LEJ	CLOSED	<a href="#">Create Image File</a>	Partial Manifested	<a href="#">Manifest</a> (Flight)																																																																		
<div><div>Loaded ULDs</div><div>MAWBs</div><div>Manifest</div><div>Available ULDs</div><div>Reloaded</div></div> <table><tr><th>MAWB</th><th>Dst</th><th>Cs</th><th>Container</th><th>MAWB Pieces</th><th>Reloaded Pieces</th><th>Manifested Pieces</th><th>PPW</th><th>PPW at BRU</th><th>PPW at GTW</th><th>Image File</th></tr><tr><td>61503510264</td><td>WAW</td><td>X</td><td>asnl234dhl</td><td>1</td><td>1</td><td>1</td><td>Missing</td><td>No PPW found</td><td></td><td>NO</td></tr><tr><td>61503566952</td><td>WAW</td><td>TI</td><td>asnl234dhl</td><td>1</td><td>1</td><td>1</td><td>Missing</td><td>No PPW found</td><td></td><td>NO</td></tr><tr><td>61503510253</td><td>WAW</td><td>TI</td><td>asnl234dhl</td><td>2</td><td>1</td><td>1</td><td>Done</td><td>Done</td><td></td><td>NO</td></tr><tr><td>61569264090</td><td>CVG</td><td>TI</td><td>ALP2468DHL</td><td>4</td><td>4</td><td>4</td><td>Done</td><td>Done</td><td></td><td>NO</td></tr><tr><td>99222000812</td><td>CVG</td><td>TI</td><td>AAA135TDHL</td><td>92</td><td>92</td><td>92</td><td>Done</td><td>Done</td><td></td><td>NO</td></tr></table>									MAWB	Dst	Cs	Container	MAWB Pieces	Reloaded Pieces	Manifested Pieces	PPW	PPW at BRU	PPW at GTW	Image File	61503510264	WAW	X	asnl234dhl	1	1	1	Missing	No PPW found		NO	61503566952	WAW	TI	asnl234dhl	1	1	1	Missing	No PPW found		NO	61503510253	WAW	TI	asnl234dhl	2	1	1	Done	Done		NO	61569264090	CVG	TI	ALP2468DHL	4	4	4	Done	Done		NO	99222000812	CVG	TI	AAA135TDHL	92	92	92	Done	Done		NO
MAWB	Dst	Cs	Container	MAWB Pieces	Reloaded Pieces	Manifested Pieces	PPW	PPW at BRU	PPW at GTW	Image File																																																																
61503510264	WAW	X	asnl234dhl	1	1	1	Missing	No PPW found		NO																																																																
61503566952	WAW	TI	asnl234dhl	1	1	1	Missing	No PPW found		NO																																																																
61503510253	WAW	TI	asnl234dhl	2	1	1	Done	Done		NO																																																																
61569264090	CVG	TI	ALP2468DHL	4	4	4	Done	Done		NO																																																																
99222000812	CVG	TI	AAA135TDHL	92	92	92	Done	Done		NO																																																																

Manifest and a second manifest will be created only showing the extra freight info.

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
<a href="#">BCS1648</a>	2013-03-20	2013-03-20 01:45	BRU	LEJ	CLOSED	<a href="#">Create Image File</a>	Complete	<a href="#">Deposit</a> (Flight)
<a href="#">Loaded ULDs</a>	<a href="#">MAWBs</a>		<a href="#">Manifest</a>		<a href="#">Available ULDs</a>		<a href="#">Reload</a>	
<b>Manifest Reference</b>			<b>Created</b>		<b>Userld</b>		<b>Manifest Status</b>	
<a href="#">BRU130320BCS1648N001</a>			2013-03-25 14:35		phelcke		Prepared	
<a href="#">BRU130320BCS1648N002</a>			2013-03-26 15:55		phelcke		Prepared	
Manifest is never sent								
<a href="#">Resend IATA</a>   <a href="#">Send as txt</a>   <a href="#">Send as pdf</a>   <a href="#">Send as XML</a>								
Accounts: <input checked="" type="radio"/> All <input type="radio"/> Include <input type="radio"/> Exclude								
<input type="checkbox"/>			<input type="checkbox"/> EMAIL					
<input type="checkbox"/>			<input type="checkbox"/> EMAIL					
<input type="checkbox"/>			<input type="checkbox"/> EMAIL					
<input type="checkbox"/>			<input type="checkbox"/> EMAIL					
<input type="checkbox"/>			<input type="checkbox"/> EMAIL					
<b>Manifest BRU130320BCS1648N002</b>								
<a href="#">Consolidated</a>		<a href="#">Cancel Ex Acc</a>		<a href="#">Transfer</a>		<a href="#">MAWB</a>		<a href="#">Air Cargo</a>
<a href="#">Container / Page</a>		<a href="#">A/C Item</a>		<a href="#">A/C by Acc</a>		<a href="#">MAWB CBP</a>		<a href="#">Container</a>
<b>MAWB</b>		<b>Destination</b>		<b>Manifested Pieces</b>		<b>Total pieces</b>		<b>Reloaded Pieces</b>
61503811625		LEJ		2		3		2
61503811640		LEJ		1		1		1

## Re-manifest

An error occurred during manifesting (0 manifested pcs) an option 'Re-manifest' appears.

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action															
<a href="#">BCS1906</a>	2012-10-24	2012-10-24 18:50	BOD	NTE	DEPARTED	<a href="#">Create Image File</a>	Complete	<a href="#">Return to Origin</a> <a href="#">Re-manifest</a> (Flight)															
<div><div>Loaded ULDs</div><div>MAWBs</div><div>Manifest</div><div>Available ULDs</div><div>Reload</div></div>																							
Manifest Reference			Created		Userld	Manifest Status																	
<a href="#">BOD121024BCS1906N001</a>			2012-10-24 16:39		jyucnyu	Prepared																	
<a href="#">BOD121024BCS1906N002</a>			2012-10-24 19:28		jyucnyu	Prepared																	
Manifest is never sent																							
<div><div>Resend IATA</div><div>Send as txt</div><div>Send as pdf</div><div>Send as XML</div></div>																							
<div>Accounts: <input checked="" type="radio"/> All <input type="radio"/> Include <input type="radio"/> Exclude <input type="text" value="***"/></div> <div>stesa@dhl.com</div> <div>NTESNER</div> <div><div><input checked="" type="checkbox"/> EMAIL</div><div><input checked="" type="checkbox"/> SITA</div><div><input type="checkbox"/> EMAIL</div><div><input type="checkbox"/> EMAIL</div><div><input type="checkbox"/> EMAIL</div><div><input type="checkbox"/> EMAIL</div></div>																							
<div>Manifest processing has failed. Please check the MAWB data and rerun the manifest.</div> <div>Manifest BOD121024BCS1906N002</div> <div><div>Consolidated</div><div>Cancel Ex Acc</div><div>Transfer</div><div>MAWB</div><div>Air Cargo</div><div>Container</div></div> <div><div>Container / Page</div><div>A/C Item</div><div>A/C by Acc</div><div>MAWB CBP</div></div> <table><thead><tr><th>MAWB</th><th>Destination</th><th>Manifested Pieces</th><th>Total pieces</th><th>Reloaded Pieces</th></tr></thead><tbody><tr><td><a href="#">61569167501</a></td><td>OSL</td><td>0</td><td>1</td><td>1</td></tr><tr><td><a href="#">61569167486</a></td><td>SVQ</td><td>0</td><td>1</td><td>1</td></tr></tbody></table>									MAWB	Destination	Manifested Pieces	Total pieces	Reloaded Pieces	<a href="#">61569167501</a>	OSL	0	1	1	<a href="#">61569167486</a>	SVQ	0	1	1
MAWB	Destination	Manifested Pieces	Total pieces	Reloaded Pieces																			
<a href="#">61569167501</a>	OSL	0	1	1																			
<a href="#">61569167486</a>	SVQ	0	1	1																			

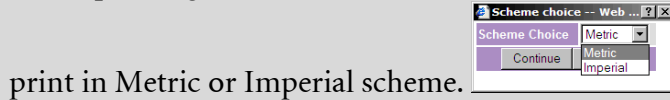
figure 60: Re-manifest

**Re-manifest** and if the error remains after an attempt contact [itsssupport@dhl.com](mailto:itsssupport@dhl.com).



## Print manifest

**Note:** To view/print a manifest you need Adobe Acrobat installed on your pc. When printing a manifest for a movement with US origins, you will be prompted to choose a



print in Metric or Imperial scheme.

Consol	Consol Ex Acc	Transfer No ULD	Transfer	HAWB	Air Cargo
Container	Container/Page	A/C Iberia	A/C by Acc	HAWB CBP	

figure 61: Print manifest

on the preferred manifest type to display and view manifest layout.

figure 62: example of a manifest

For detailed info consult [Print layout of different \(pre\) manifests page 124.](#)


## Send Manifest

This option allows to send an air cargo manifest to an e-mail, fax and/or SITA address.

figure 63: Send manifest

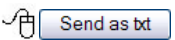

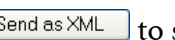
- Select if you want to include all account info, include or exclude a certain acc code.
- Select or deselect the default provided addresses.
- Add individual addresses and select the address type from the dropdown list.

**Resend IATA**

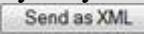
-  is only visible for users with the permission to send IATA. Only if SITA messaging is configured/set up (which can be FFM-FWB-FHL) resending is possible.

<b>FFM</b>	SITA message will contain Flight Manifest data
<b>FWB</b>	SITA message will contain Air Waybill data
<b>FHL</b>	SITA message will contain House Waybills associated with a Master Air Waybill.

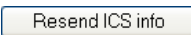
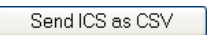
**Send as txt, pdf, XML**

- ,  or  to send the manifest in text, pdf or xml format, to the appropriate addresses.

**Very important note: Only applicable for destined LOS & BAH manifest!**

The destined LOS and BAH manifest should be sent as a ZIP file containing XML files (eXtensible Markup Language). XML data is stored in text format, and is a software- and hardware-independent tool designed for data transmissions between all sorts of applications. Currently only the destined LOS and BAH manifest should be sent as XML, therefore the button  will only be visible for outbound manifests to LOS and BAH. The XML is different for both dest due to other predefined values.

**Send ICS as CSV – Resend ICS info**

- ,  these buttons are only visible: if the movement has a NON EC/EU origin and dest is EC/EU, and only for users having the permission to resend ICS. The button remains visible for 2 days after the mvt operational date.

**Very important note: ICS compliant.** Use the resend ICS info button to sent after mfst the missing info, or when a second manifest is created. TGV will always resend **all** info. After updates hit again the **Send ICS as CSV** button.

TGV will send information to the interface file, even if not all mandatory information is available for ICS upon manifesting, for every movement, with an origin flagged as non-ICS enabled (non EU) and a destination flagged as ICS enabled (EU), which is manifested in TGV. Only MAWB's, house airway bills included, with the UN-numbers from RCTS in case of dangerous goods, with an account code and product code not having the flag 'Exclude from ICS' will be sent. All other MAWBs will not be sent towards the interface file. By using the resend ICS info button missing information can be sent after manifesting of the movement. When the resend ICS button is pressed or when a second manifest is created, TGV will always resend **all** info towards the interface file.


To receive the extract it is needed to:

- enter the email address required
- select the correspondent tick box to activate the email address
- press the "Send ICS as CSV" button

In few minutes the extract will be sent to the required email address and it will be possible to elaborate it with Microsoft Excel. Consult: [Import CSV file page 115](#)




## Depart

When the movement is manifested, you can 'depart' the movement, just  [Depart](#)

HOME	MAWB	IBOARD	OUTBOUND	MANIFEST	POD	SCREEN OUTBOUND MOVEMENT	LOADED W/ PRELIM	QTY SRV	UTC NO
Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action	
BCS1648	2013-03-20	2013-03-20 01:45	BRU	LEJ	CLOSED	Create Image File	Complete	<a href="#">Depart</a> (Flight)	
Loaded ULDs		MAWBS		Manifest		Available ULDs		Reload	
Manifest Reference				Created		UserId		Manifest Status	
BRU130320BCS1648N001				2013-03-25 14:35		pbelleke		Prepared	
BRU130320BCS1648N002				2013-03-26 15:55		pbelleke		Prepared	
Manifest is never sent.									
Resend IATA Send as txt Send as pdf Send as XML									
Accounts: <input checked="" type="radio"/> All <input type="radio"/> Include <input type="radio"/> Exclude ***									
<input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL									
Manifest BRU130320BCS1648N002									
Consolidated		Consol Ex Acc		Transfer		HAWB		Air Cargo	
Container / Page		A / C Iberia		A / C by Acc		HAWB CDR			
MAWB	Destination	Manifested Pieces	Total pieces	Reloaded Pieces					
61503811625	LEJ	2	3	2					
61503811640	LEJ	1	1	1					

figure 64: Depart movement

## Return to origin

If the mvt is manifested & departed, and for a certain reason (re-routed, change of mvt due to technical problem, or diverted for a particular reason) you can  [Return to Origin](#).

HOME	MAWB	IBOARD	OUTBOUND	MANIFEST	POD	SCREEN OUTBOUND MOVEMENT	LOADED W/ PRELIM	QTY SRV	UTC NO
Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action	
BCS1648	2013-03-20	2013-03-20 01:45	BRU	LEJ	DEPARTED	Create Image File	Complete	<a href="#">Return to Origin</a> (Flight)	
Loaded ULDs		MAWBS		Manifest		Available ULDs		Reload	
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr
aaa1234d4	OPS4352544BRUWAW	3	ihmbeec	2012-05-01	Closed	Done	none	BCS1648 (>>LEJ)	n/a n/a n/a Print NO
AAA135TDHL	OPS4353693BRUCGN	92	sUser_sName	2012-11-08	Closed	Done	CGNONLACS(SBR)NCYORGBRU	BCS1648 (>>LEJ)	n/a n/a n/a Print NO
AA966TDHL	OPS4395373BRUCDG	1	pbelleke	2013-03-20	Closed	Done	CDGONLMIPACPNYORGBRU	BCS1648 (>>LEJ)	n/a n/a n/a Print NO

figure 65: Return movement to origin

**Note:** this option is only available until the movement has status 'arrived'.

If the mvt is 'returned to origin' the letter **R** is added behind the movementnr ([Inbound Movement BCS1648R](#)) and mfst, but also brings the mvt to the 'Inbound' sector / menu. The mvt will get an equal org/dest.

### The return to origin scenario for a rerouted or diverted movement.

- The original mvt is already closed, manifested and departed, the next option is return to origin. The mvt will get an equal org/dest, and the system will add a suffix R.
- Create in the New outbound screen the same movement with identical movement number, origin, ops date and different destination. Consult: [New outbound page 64](#)
- Go to the inbound screen where you can transfer all huids of the RTO movement to the new identical movement with the correct diverted destination. Consult: [Transfer transit ULD from inbound to outbound movement page 91](#).

Inbound Movement	Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action								
D0081R	2014-05-17	2014-05-17 12:35	BRU	BRU	ARRIVED	Complete	n/a								
Loaded ULDs		MAWBS		Manifest											
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Transfer	Print	Image File
AAA9876DHL	OPS5480916BRULOS	30	jvander	2014-05-16	Closed	Done	none	D0081R (>>BRU)	To WH	Delete	3S117>>LEJ	>>	Print	NO	

- If all ulds are transferred to the mvt with the correct dest, continue with the mfst.

### The return to origin scenario for a cancelled movement.

- The original mvt is already closed, manifested and departed, the next option is return to origin. The mvt will get an equal org/dest, and the system will add a suffix **R**.

Inbound Movement	Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action
D0081R	2014-05-17	2014-05-17 12:35	BRU	BRU	ARRIVED	Complete	n/a

Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest	Status	Descr	Location	To WH	Delete	Transfer	Print	Image	File
AAA9876DHL	OPS5480916	BRU	LOS	30	jvandre	2014-05-16	Closed	Done	none	D0081R (>>BRU)	To WH	Delete	3S117>>LEJ	>>	Print	NO	

Go to the inbound screen and move all ulds of the RTO mvt to the warehouse. Consult: [Move ULD from inbound mvt to TGV warehouse page 93](#). The ulds are now available to be linked/ allocated to another outbound mvt the same day/night or for next outbound mvt. Consult: [Load \(allocate\) uld from the TGV warehouse to the outbound movement page 69](#).

**Note:** If the freight is not fwd the same day/night then do not forget to mark these ulds On Hold. Consult: [ULD \(and contents\) on hold page 83](#)


## Export: failed connection procedure

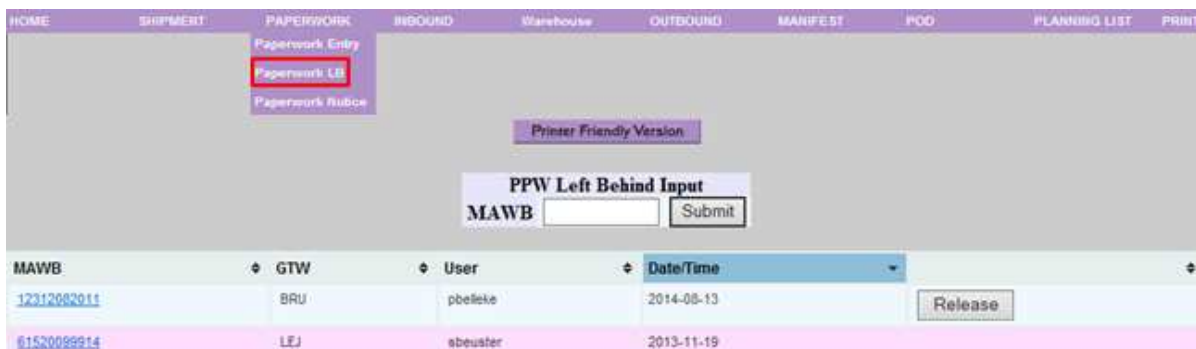
Failed connection of freight and/or paperwork should be captured as on hold-left behind.

### Failed connection of paperwork

All paperwork presented to your location which missed connection on the outbound movement needs to be captured as left behind.


### Paperwork Left Behind

Hover over the **PAPERWORK** menu, from the sub menu  **Paperwork LB**.



MAWB	GTW	User	Date/Time
12312082011	BRU	pbelieke	2014-08-13
01520089914	LEJ	sbeuster	2013-11-19

figure 66: Paperwork left behind

Enter the MAWB number    to add the MAWB to the PPW L/B list.

**Notes:**

- \* You can only mark PPW as L/B if at least 1 ppw entry is performed, regardless the gateway.
- \* For cxld, rejected, closed and/or billed MAWBs the user cannot mark PPW as LB.
- \* PPW can be released in the PPW L/B option (limited to PPW entered in your gateway), or by doing a PPW entry.
- \* A comment in the T&T application is added to the mawb when add/released to/from the PPW L/B list.


[Printer Friendly Version](#)

and print the list using the browser print option.

**Release a PPW L/B from the PPW L/B option**

[Release](#)

to remove a MAWB from the PPW L/B list. A Comment is added in T&amp;T3.

**Release a PPW L/B by performing a PPW entry**

 Consult: [Paperwork Entry page 27](#).

**Failed connection of freight**

All freight presented to your location which missed connection on the outbound movement needs to be captured as on hold.

**Freight on hold**

The **On Hold** entry is included in the **Checkpoints** section. Input can be done on MAWB-HAWB level **or** Container level (the checkpoint is linked to all MAWBs included-loaded in that ULD).

**Note:** When on hold remark FM is selected a delay reason is required.

**On Hold checkpoint**

This option allows to mark shipments (on MAWB – HAWB level **or** ULD level ) On Hold.

**Mawb/HAWB on hold**

Hover over the **SHIPMENT** menu, from the sub menu **Checkpoints**.


From the checkpoint drop down list select checkpoint OH.

Checkpoint Input							
Checkpoint	MAWB	HAWB	GTW	Pieces	Container Number	CNT	DST
OH			BRU				
Remark	AS INSTRUCTED						Submit

List of checkpoint entries for BRU									
MAWB	HAWB	ORG	DST	PCS	CHKP	CNT	GTW	CHKP DT	User
12331032013	N/A	BRU	MAD	1	OH	N/A	BRU	2015-03-31 14:06	pbelleke


figure 67: Freight on hold

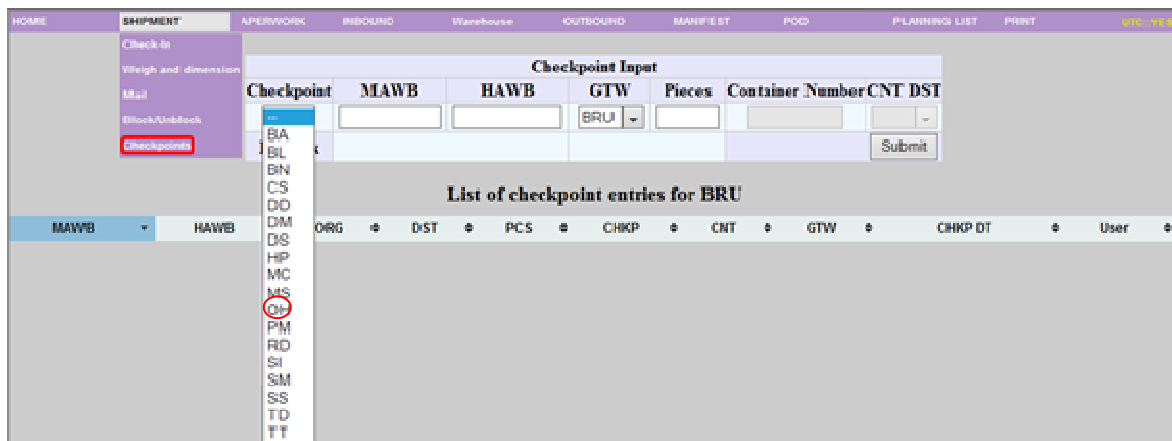
Fill in MAWB and if applicable HAWB, your own location is set as default, insert the amount of pieces for which the OH checkpoint is valid. Select an associated remark from the drop down list (mandatory).  **Submit** to capture and save the checkpoint information.


### ULD (and contents) on hold

The user has 2 options to indicate an ULD (and contents) is on hold.

#### ULD On Hold via checkpoint menu

Hover over the **SHIPMENT** menu, from the sub menu  **Checkpoints**. From the checkpoint drop down list select checkpoint OH.




Fill in the container nr and container destination. Select the associated (mandatory) remark from the drop down list and  **Submit** to capture and save the checkpoint information. In this case the checkpoint is linked to all MAWBs included-loaded in that specific ULD.

The system will perform 2 checks:

- 1) ULD should be known in RUM (Regional ULD Management) application - if not existing following error = ULD not found in system
- 2) ULD should exist in TGV - if not following error = ULD not found in Warehouse.

## ULD On Hold via TGV warehouse


 **Warehouse** to view the available ULD(s) in the TGV warehouse.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT		
<div>Apply Delete</div> <div>Apply On-Hold</div> <div>Apply POD</div>											
DEL	OH	POD	Container	Destination	Pieces	Created/Modified by	Status	Description	Delete	Batch Rld	Image file
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="?"/>	AAC0809DHL (...)	BGY	19	pbelleke	Open	none	<div>Delete</div>	<div>Reload</div>	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="?"/>	AAX0209DHL (...)	LOS	15	pbelleke	Open	a	<div>Delete</div>	<div>Reload</div>	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="?"/>	ABU1234DHL (...)	JFK	15	pbelleke	Open	none	<div>Delete</div>	<div>Reload</div>	NO

This option allows you to create OH(s) for one or more ULDs including contents that have been imported into the warehouse.

Apply Delete    Apply On-Hold    Apply POD											
DEL	OH	POD	Container	Destination	Pieces	Created/Modified by	Status	Description	Delete	Batch Rld	Image file
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAC7780DHL	LAX	1	brasabi	Closed	LAXWPXACSNCYORGSGFO	Delete	Reopen	YES(1/1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAC8248DHL	PDX	1	jelong	Closed	none	Delete	Reopen	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAC9293DHL	BFI	1	ashier	Closed	BFIONLACANCYORGLAX	Delete	Reopen	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	aax3239dhl	CVG	5	avaladez	Closed	CVGHUBACANCYORGLAX	Delete	Reopen	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAX4289DHL	LAX	1	jeingles	Closed	none	Delete	Reopen	NO

figure 68: ULD on hold

Select the ULD(s) for which you want to create on hold,  **Apply On-Hold**. A pop screen will be exhibited where you need to select the on hold reason.


**On-Hold Reason selection**

On-Hold Remark: AS INSTRUCTED ▼

Delay Reason: 3RDPT ▼

Close    Submit

When on hold reason FM is selected a delay reason is required.

 **Submit**, the system will remove the checkbox in front of the uld which has been put on hold, and the uld and contents will be displayed on the on hold screen.

**Note:** The On Hold remark is only visible when tracking the MAWB in T&T3.

### On-Hold Remarks

Level	Remark	Abbreviation	Description
MAWB or ULD	Yes	AS INSTRUCTED	INSTRUCTED BY CONSIGNEE/CONSIGNOR
	Yes	BREAKDOWN	VEHICLE BREAKDOWN
	Yes	CNEE HOL	CONSIGNEE ON HOLIDAY UNTIL
	Yes	CONT MISSING	CONTENTS MISSING
	Yes	DEL	DELIVERY SCHEDULED
	Yes	DEST IMP RESTR	DESTINATION IMPORT RESTRICTION
	Yes	DEST PUB HOL	NO MOVEMENT PUBLIC HOLIDAY AT DESTINATION
	Yes	DGR GOODS	DANGEROUS GOODS NON-CONFORMING
	Yes	FAILED SI	SHIPMENT INSPECTION FAILED
	Yes	FM	FORCE MAJEURE
	Yes	HWB MISSING	HWB MISSING
	Yes	IND ACTION	INDUSTRIAL ACTION
	Yes	INDUST HOL	INDUSTRIAL HOLIDAY UNTIL
	Yes	INSPECTION	INSPECTION BY
	Yes	LATE	ARRIVED TOO LATE TO MAKE CONNECTION
	Yes	MISPPWK	MISSING PAPERWORK
	Yes	MISSED CONNEX	MISSED CONNECTION

	Yes	MVMT CANX	MOVEMENT CANCELLED
	Yes	NO MVMT SCHD	NO MOVEMENT SCHEDULED FOR DESTINATION
	Yes	NO PRE ALERT	NO PRE ALERT RECEIVED
	Yes	NO SD	NO SHIPMENT DETAIL RECEIVED
	Yes	NON CONVEY	EXCEEDS MAXIMUM WEIGHT OR DIMENSIONS (NON CONVEYABLE)
	Yes	OFFLOAD	OFFLOAD
	Yes	OVERLOAD	NO FURTHER UPLIFT AVAILABLE TO DESTINATION
	Yes	PENDING HWO	PENDING HWO APPROVAL
	Yes	PIECE MISSING	PIECE MISSING
	Yes	PUB HOL	PUBLIC HOLIDAY UNTIL
	Yes	REPACK SERVICE	REPACK SERVICE
	Yes	SHIPMENT ON HOLD	SHIPMENT ON HOLD
	Yes	TECHNICAL	TECHNICAL FAULT
	Yes	WAITING DEL	AWAITING DELIVERY
	Yes	WAITING INST FR	AWAITING INSTRUCTIONS FROM
	Yes	WEATHER	WEATHER
	Yes	WRONG ROUTE	WRONG ROUTE
	Yes	HWB MISSING	HWB MISSING

**Delay reasons is mandatory (only if on hold remark FM is selected)**

Abbrev	Description
3RDPT	3RD PARTY INDUSTRIAL ACTION – LEGAL / SAFETY RESTRICTIONS
CVUNR	CIVIL UNREST PREVENTING DHL FROM FULLY OPERATING IF AT ALL
DSTER	A NATURAL DISASTER HAS OCCURRED THAT PREVENTS DHL FROM FULLY OPERATING IF AT ALL
EBRGO	AN IMMEDIATE EMBARGO HAS BEEN PUT INTO PLACE PREVENTING DHL FROM OPERATING
SPCFC	A SPECIFIC GOVT/AUTHORITATIVE COMMAND HAS DECLARED OPERATIONS CANNOT BE FULLY OR
TOTAL	A TOTAL LOSS OF A TRUCK/AIRCRAFT HAS OCCURRED AFFECTING ALL SHIPMENTS LOADED TO IT
WAR	AN ACT OF WAR/TERRORISM HAS OCCURRED IN A SPECIFIC TERRITORY PREVENTING DHL FROM FULLY OPERATING IF AT ALL
WTHFR	SEVERE WEATHER THAT PREVENTS DHL FROM FULLY OPERATING IF AT ALL

#### Notes:

- \* On hold reasons are replaced with on hold remarks (cfr: Checkpoint reference guide). When on hold remark FM is selected a delay reason is required.
- \* The On Hold remark will only be visible when tracking the MAWB in T&T3.
- \* OH checkpoints are displayed in the OH section, all other checkpoints inclusive OH checkpoints are displayed in the checkpoint tab within the T&T3 application.
- \* It will not be possible to insert on mawb/hawb level more pcs on hold at your location as there are on mawb level. Meaning a piece count check is performed based upon :
  - ⇒ the amount of pieces on mawb/hawb level
  - ⇒ the on hold location
  - ⇒ the last 12 hours based upon the on hold scan dt/time

## Checkpoints


The insert of a checkpoint(s) for a shipment(s) – ULD represents a situation in time, a snapshot of the cycle of a shipment and captures more status visibility. Checkpoint input can be done on **MAWB-HAWB level** or **Container level** (the checkpoint is linked to all MAWBs included-loaded in that ULD). Hover over the **SHIPMENT** menu, from the sub menu  **Checkpoints**.

figure 69: Checkpoints

From the checkpoint drop down list select relevant checkpoint.

### Checkpoint on mawb-hawb level.

Fill in MAWB and if applicable HAWB, your location is set as default, insert the pcs for which the checkpoint is valid. Select an associated remark from the drop down list (remark drop down list is only displayed if mandatory). **Submit** to capture and save the checkpoint information.

**Note:** For specific checkpoints following rule(s) are implemented:

- \* the Container number and destination is blanked out if not applicable for that checkpoint.
- \* the remark dropdown list is only available for selection if the remark is mandatory.
- \* if on hold remark **FM** is selected a delay reason is required

The checkpoint remark is only visible when tracking the MAWB in T&T3.

### Checkpoint on ULD level.

Your own location is set as default. Fill in the container number and container destination and select an associated remark from the drop down list (remark drop down list is only displayed if mandatory). **Submit** to capture and save the checkpoint information.

**Note:** For specific checkpoints following rule(s) are implemented:

- \* the Container number and destination is blanked out if not applicable for that checkpoint.
- \* the remark dropdown list is only available for selection if the remark is mandatory.
- \* if on hold remark **FM** is selected a delay reason is required

The checkpoint remark is only visible when tracking the MAWB in T&T3.

### Checkpoints

Check Point	Description	Type	Can be captured on
BA	Bad Address	SERVICE INC.	MAWB
BL	Bond Location	PROGRESS	MAWB
BN	Customer Broker Notified	PROGRESS	MAWB
CS	Closed Shipment	COMPLETION	MAWB
DD	Delivered Damaged	COMPLETION	MAWB
DM	Damaged	SERVICE INC.	MAWB
DS	Destroyed/Disposal	COMPLETION	MAWB
HP	Held for Payment	SERVICE INC.	MAWB
MC	Mis-code	SERVICE INC.	MAWB
MS	Mis-sort	SERVICE INC.	MAWB
OH	On Hold	SERVICE INC.	MAWB <b>or</b> ULD
RD	Refused Delivery	SERVICE INC.	MAWB
SI	Shipment Inspection	PROGRESS	MAWB <b>or</b> ULD
SM	Scheduled for Movement	PROGRESS	MAWB <b>or</b> ULD
SS	Shipment Stopped	COMPLETION	MAWB <b>or</b> ULD



## Checkpoint remarks

code	description	remark	abbreviationRemark	standardRemark
BA	Bad Address	Yes	INCOR CITY	INCORRECT CITY/TOWN
			INCOR CNTRY	INCORRECT COUNTRY
			INCOR PCODE	INCORRECT POST CODE
			INCOR ST NO	INCORRECT STREET NUMBER
			NO APARTMENT NUMBER	NO APARTMENT NUMBER
			NO CNTCT NAME	NO CONTACT NAME
			PO BOX ONLY	PO BOX ONLY
			UNK COMPANY	COMPANY NOT AT ADDRESS
			UNK STREET	UNKNOWN STREET
BL	Bond Location	No		
BN	Customer Broker Notified	Not mandatory	NO REMARK	
			PPWK SENT	PAPERWORK SENT TO
CS	Closed Shipment	Yes	FM TOTAL	A TOTAL LOSS OF A TRUCK/AIRCRAFT HASOCCURRED
			GHOST	GHOST SHIPMENT
			MC REF	MISCODED REF
			REDIRECTION	REDIRECTION
			UNAUTHORIZED INCIDENT	UNAUTHORIZED INCIDENT
DD	Delivered Damaged	Yes	CONT	CONTENTS
			CONT MISSING	CONTENTS MISSING
			PACK	PACKAGING
DM	Damaged	Yes	CONTENTS	CONTENTS DAMAGED
			DEL STOPPED	DELIVERY STOPPED DUE TO TOTAL DAMAGE
			IN TRACING	IN TRACING
			INAD PACKAGE	INADEQUATE PACKAGING
			MVMT SUSPEND	MOVEMENT SUSPENDED DUE TOTOTAL DAMAGE
			PACKAGE	PACKAGING DAMAGED
			REPACK	REPACKED
			SEAL BROKEN	SEAL BROKEN
DS	Destroyed/Disposal	Yes	ABND	ABANDONED
			CNEE	CONSIGNEE AUTHORISED
			CNOR	CONSIGNOR AUTHORISED
HP	Held for Payment	Not mandatory	NO REMARK	
			CREDIT STOP	CREDIT STOP
			DUTY	IMPORT DUTY
			GST	GST
			ST	SALES TAX
			TOTVAL	TOTAL VALUE
			VAT	VAT
MC	Miscode	Yes	SENT TO	SENT TO
MS	Missort	Yes	SENT TO	SENT TO
			WRONG LOAD	WRONG LOADING FROM ORIGIN ORLAST TRANSIT POINT.
OH	On Hold	Yes	AS INSTRUCTED	INSTRUCTED BYCONSIGNEE/CONSIGNOR
			BREAKDOWN	VEHICLE BREAKDOWN
			CNEE HOL	CONSIGNEE ON HOLIDAY UNTIL
			CONT MISSING	CONTENTS MISSING
			DEL	DELIVERY SCHEDULED
			DEST IMP RESTR	DESTINATION IMPORT RESTRICTION
			DEST PUB HOL	NO MOVEMENT PUBLIC HOLIDAY ATDESTINATION
			DGR GOODS	DANGEROUS GOODS NON-CONFORMING
			FAILED SI	SHIPMENT INSPECTION FAILED
			FM	FORCE MAJEURE
			HWB MISSING	HWB MISSING
			IND ACTION	INDUSTRIAL ACTION
			INDUST HOL	INDUSTRIAL HOLIDAY UNTIL
			INSPECTION	INSPECTION BY
			MISPPWK	MISSING PAPERWORK
			MISSED CONNEX	MISSSED CONNECTION
			MVMT CANX	MOVEMENT CANCELLED
			NO MVMT SCHD	NO MOVEMENT SCHEDULED FORDESTINATION
			NO PRE ALERT	NO PRE ALERT RECEIVED
			NO SD	NO SHIPMENT DETAIL RECEIVED




			NON CONVEY	EXCEEDS MAXIMUM WEIGHT ORDIMENSIONS
			OFFLOAD	OFFLOAD
			OVERLOAD	NO FURTHER UPLIFT AVAILABLE TODESTINATION
			PENDING HWO APPROVAL	PENDING HWO APPROVAL
			PIECE MISSING	PIECE MISSING
			PUB HOL	PUBLIC HOLIDAY UNTIL
			REPACK SERVICE	REPACK SERVICE
			SHIPMENT ON HOLD	SHIPMENT ON HOLD
			TECHNICAL	TECHNICAL FAULT
			WAITING DEL	AWAITING DELIVERY
			WAITING INST FR	AWAITING INSTRUCTIONS FROM
			WEATHER	WEATHER
			WRONG ROUTE	WRONG ROUTE
PM	Piece Missing	Yes		
RD	Refused Delivery	Not mandatory	NO REMARK	
			CNEE RESCH	CONSIGNEE RESCHEDULED DELIVERY
			CONT SHORT	CONTENTS SHORT
			DAMAGED	DAMAGED
			LATE DAYS	OUTSIDE AGREED DAYS
			LATE HOURS	OUTSIDE AGREED HOURS
			MISSING PIECE	PIECE MISSING
			NCI REQ	NEW CONSIGNEE INFORMATION REQUIRED
			NO EXCHANGE	NO EXCHANGE UNIT
			NOT ORDERED	NOT ORDERED
			PERSONAL DEL	PERSONAL DELIVERY
SI	Security Inspection	Yes	DOG SCR	DOG SCREEN
			ETD	EXPLOSIVE TRACE DETECTION
			INSPECT	PHYSICAL INSPECTION BY
			RAD SCR	RADIATION SCREEN DETECTION
			XRAY	XRAY
			XRAY	XRAYED BY
SM	Scheduled for Movement	Yes	DEPART	DEPARTURE SCHEDULED
			MVT	MOVMENT
			USNEXTDAY	US NEXT DAY
SS	Shipment Stopped	Not mandatory	NO REMARK	
			CUSTWHS	SENT TO CUSTOM'S WAREHOUSE
TD	Transport Delay	Yes	ATC	ATC
			FM	FM
			GROUND HANDLING	GROUND HANDLING
			OFFLOAD	OFFLOAD
			OPERATOR	OPERATOR
			OVERLOAD	OVERLOAD
			TECHNICAL	TECHNICAL
			TRAFFIC	TRAFFIC
			WEATHER	WEATHER
TT	Trace Terminated	Yes		

## Transit: transfer procedure


- Acceptance of transit paperwork.
- Transit: reloading freight, transfer transit ULD(s), prepare outbound mvt and mfst.
- Information of failed connection related to paperwork and/or freight.
- Checkpoints: represents a situation in time, a snapshot of the cycle of a shipment

## Transit: acceptance of ppw procedure

All transit paperwork arriving at your location for outbound needs to be checked. Transit ppw acceptance can be done via an 'Inbound' movement or the 'Paperwork Entry'.  **INBOUND** from the menu, and all inbound movements will be displayed.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT
#	Movement	Org	Dst	Mvt Date	STA	Status	Manifest	Action	
14	3S116	LEJ	BRU	2013-11-19	2013-11-19 19:45	OPEN	Not Manifested	AHS3	
27	AMS1005	AMS	BRU	2013-11-18	2013-11-19 01:15	ARRIVED	Complete	AHS3	
32	AMS1006	AMS	BRU	2013-11-18	2013-11-19 01:20	ARRIVED	Complete	AHS3	
22	AMS1008	AMS	BRU	2013-11-18	2013-11-19 00:45	ARRIVED	Complete	AHS3	
28	AMS9000	AMS	BRU	2013-11-18	2013-11-18 22:05	ARRIVED	Complete	AHS3	
2	BCS1822R	BRU	BRU	2014-08-26	2014-08-26 02:20	ARRIVED	Complete	n/a	
34	BCS1929	TLS	BRU	2013-11-18	2013-11-18 22:20	CLOSED	Complete	Arrive	
3	BCS2476	EMA	BRU	2014-08-25	2014-08-25 23:10	ARRIVED	Complete	AHS3	


figure 70: Inbound movements

 on the inbound movement link and default the loaded ULD(s) are shown.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT						
Inbound Movement		Mvt Date	STA		Origin	Destination	Status	Manifest Status	Action						
K4977		2014-08-28	2014-08-28 16:45		CVG	BRU	CLOSED	Complete	n/a						
Loaded ULDs					MAWBS		Manifest								
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Transfer	Print	Image File
AAA1111DHL	OPSS480603	CVG	BRU	6	pbelleke	2014-08-28	Closed	Done	none	K4977 (>>BRU)	n/a	n/a	n/a	Print	NO
AAA2222DHL	OPSS480604	CVG	CDG	2	pbelleke	2014-08-28	Closed	Done	none	K4977 (>>BRU)	n/a	n/a	n/a	Print	NO
AAA3333DHL	OPSS480605	CVG	BRU	4	pbelleke	2014-08-28	Closed	Done	none	K4977 (>>BRU)	n/a	n/a	n/a	Print	NO
AAA4444DHL	OPSS480606	CVG	MAD	3	pbelleke	2014-08-28	Closed	Done	none	K4977 (>>BRU)	n/a	n/a	n/a	Print	NO

## Accept (transit) paperwork

Via the Inbound movement on mawb level it is possible to accept paperwork at gateway: confirm receipt of paperwork at your location even if you are the transit gateway/location.

 **MAWBS** to view all available MAWBs loaded on the selected inbound movement.


Inbound Movement	Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action			
GB552	2012-11-14	2012-11-14 18:00	CVG	JFK	ARRIVED	Complete	n/a			
Loaded ULDs		MAWBs		MAWBs						
MAWB	Dst	Cs	Container	MAWB Pieces	Reloaded Pieces	Manifested Pieces	PPW	PPW at CVG	PPW at GTW	Image File
61577429096	JFK	X	AAAX3650DHL	3	1	1	Done	Done	Done	YES
61577429096	JFK	X	AAAX4040DHL	3	1	1	Done	Done	Done	YES
61577429096	JFK	X	AAAX4137DHL	3	1	1	Done	Done	Done	YES
61577430054	JFK	X	DQF1010DHL	68	68	68	Done	Done	Done	YES
99220696666	JFK	T1	AAAY9343DHL	2	1	1	Done	Done	Done	YES
99220696666	JFK	T1	AAAY9981DHL	2	1	1	Done	Done	Done	YES
99220660925	EWI	T1	AAAY9536DHL	1	1	1	Missing	Missing	MAWB Closed	NO
9922007985	JFK	T1	AAAY9536DHL	1	1	1	Missing	Missing	Accept PPW	NO
9922008862	JFK	T1	AAAC7244DHL	1	1	1	Missing	Missing	Accept PPW	NO
9922009260	JFK	T1	AAAX4466DHL	1	1	1	Missing	Missing	No PPW found	NO
9922009492	JFK	T1	DQF0598DHL	1	1	1	Missing	Missing	Accept PPW	NO
9922009724	JFK	T1	AAAY9536DHL	1	1	1	Missing	Missing	Accept PPW	NO

figure 71: Inbound - MAWB - accept ppw


**Explanation of fields:**

<b>MAWB:</b>	Click on the MAWB and you will be re-directed to the Track&Trace application.
<b>Dst:</b>	DHL three letter airport code, station of destination.
<b>Cs</b>	Customs status of the mawb-shipment
<b>Container:</b>	The container where the MAWB has been reloaded in.
<b>MAWB Pieces</b>	The total nr of pieces of this mawb
<b>Reloaded Pieces:</b>	The number of reloaded pieces of the MAWB in that container.
<b>Manifested Pieces:</b>	Defines the number of pieces already manifested.
<b>PPW at origin location</b>	<p>This is the previous location, the origin of the movement.</p> <p><b>Done:</b> Paperwork entry or acceptance at the previous location is done</p> <p><b>Missing:</b> There is a paperwork entry done somewhere in the DHL network but not at the previous location (link to the <a href="#">Paperwork Entry page 27</a>)</p> <p><b>Missing:</b> There's no paperwork entry done in the DHL network, so you'll need to check details and perform a ppw entry (link to the <a href="#">Paperwork Entry page 27</a>)</p>
<b>PPW at GTW</b>	<p>This is your own location</p> <p><b>Done:</b> Paperwork entry or acceptance at your location is already done</p> <p><b>MAWB Closed:</b> There is already a pod for the complete shipment therefore acceptance of paperwork is no longer allowed</p> <p><b>Accept PPW:</b> Link to accept/confirm paperwork receipt at your location</p> <p><b>No PPW found:</b> There is no paperwork entry done in the DHL network, therefore you will need to check all details and perform a manual ppw entry</p>
<b>Image File</b>	Indicate if a MAWB image scans available for this MAWB.

**PPW acceptance at gateway**

The option is available at your gateway: if your location is a transit point or destination, but at least 1 ppw entry at another location needs to be performed  on the '[Accept PPW](#)' link to perform your GTW PPW acceptance and the system will create a PPW acceptance record visible in T&T3. After performing the acceptance the link is replaced by '**Done**'.

**Paperwork menu**

Hover on **PAPERWORK**, from the sub menu  on **Paperwork Entry**.

**Paperwork Entry**

Consult: [Paperwork Entry page 27](#)

## Transit: Outbound – manifest procedure

Transit shipments can arrive at your location in 2 different ways:

- Freight loaded in an ULD having your location as destination: contents is a mixture of different destinations (within your own country and/or other countries) and **ULD needs to be unloaded and sorted at your location for outbound**. (to be treated as export freight) **or** needs to be transferred to another Commercial airline for uplift.
- Freight loaded in a transit ULD (different destination than your location): contents consists of transit shipments which doesn't have to be unloaded nor sorted at your location. **ULD needs to be offloaded from the inbound movement in your location and transferred to the outbound movement**.

All transit shipments:

1. Must be scanned/reloaded into an ULD using relevant DHL software (AHS, pTGV, TGV). Allocate ULD(s) to a mvt for mfst creation. Consult: [Export: outbound – manifest procedure page 60](#).
2. Which are loaded in a transfer ULD need to be transfered to the outbound movement for mfst creation. Consult: [Transfer transit ULD from inbound to outbound movement page 91](#)
3. Which need to be handed over to another commercial airline for uplift; create a transfer manifest. Consult: [Transfer transit freight to another commercial airline page 94](#)
4. which missed outbound connection: freight and/or paperwork should be captured as on hold - left behind. Consult: [Export: failed connection procedure page 81](#)

### Transfer transit ULD from inbound to outbound movement

All transit freight loaded in an ULD with a different destination than your location: contents consists of transit shipments which do not have to be unloaded nor sorted at your location. **ULD needs to be offloaded in your location and transferred to the outbound movement**.

Transit ULD (and contents) needs to be transferred from the inbound movement to the outbound movement.

### Inbound



**INBOUND** from the menu, and all inbound movements will be displayed.

HOME	SHIPMENT	PAPERWORK	<b>INBOUND</b>	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	YES
#	Movement	Org	Dst	Mvt Date	STA	Status	Manifest	Action		
1	<a href="#">K4977</a>	CVG	BRU	2014-08-28	2014-08-28 16:45	CLOSED	Complete	<a href="#">Arrive</a>		
2	<a href="#">BCS1822R</a>	BRU	BRU	2014-08-26	2014-08-26 02:20	ARRIVED	Complete	n/a		
3	<a href="#">BCS2476</a>	EMA	BRU	2014-08-25	2014-08-25 23:10	ARRIVED	Complete	AHS3		

This section explains you how to:

- Move the handling unit from an inbound movement to the warehouse
- Transfer a handling unit of an inbound movement to an outbound movement.

## Arrive movement

**Important note:** Prior to perform any action on an inbound mvt, you need to **arrive** the mvt, and in case it is an **AHS owned movement**, the user also needs to **take ownership**.

From the **Inbound Movement** list



#	Movement	Org	Dst	Mvt Date	STA	Status	Manifest	Action
1	<a href="#">TWAC001</a>	AHS	BRU	2012-12-06	1900-01-01 13:00	OPEN	No Content	n/a
27	<a href="#">TRF088</a>	BRU	BRU	2012-11-13	N/A	ARRIVED	Complete	n/a
10	<a href="#">TRF009</a>	BRU	BRU	2012-11-14	N/A	ARRIVED	Complete	AHS2
15	<a href="#">TRF002</a>	BRU	BRU	2012-11-14	N/A	ARRIVED	Complete	AHS2
8	<a href="#">TUBH305</a>	LEJ	BRU	2012-11-14	2012-11-14 18:00	ARRIVED	Complete	AHS2
24	<a href="#">SRH1001</a>	BRU	BRU	2012-11-14	N/A	DEPARTED	Not Manifested	AHS3
25	<a href="#">SRH1005</a>	BRU	BRU	2012-11-14	2012-11-14 02:00	DEPARTED	Not Manifested	AHS3
42	<a href="#">NPT891</a>	GCI	BRU	2012-11-13	2012-11-13 22:05	DEPARTED	Complete	<b>Arrive</b>

OR from the **Inbound List**, click on the movement link

Inbound Movement	Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action
NPT891	2012-11-13	2012-11-13 22:05	GCI	BRU	DEPARTED	Complete	Arrive

Loaded ULDs

MAWBS

Manifest

Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Transfer	Print	Image File
<a href="#">AYF0004SNPT</a>	OPS4780304GCI	BRU	2	nrenouf	2012-11-13	Closed	Done	BRUHUBACSCYOYORGGCI	NPT891 (>>BRU)	n/a	n/a	n/a	Print	YES (1/1)	
<a href="#">AYF00071NPT</a>	OPS4780522GCI	BRU	1	gprabet	2012-11-13	Closed	Done	BRUHUBACPNYORGJER	NPT891 (>>BRU)	n/a	n/a	n/a	Print	YES (1/1)	
<a href="#">AYG00006NPT</a>	OPS4780413GCI	BRU	1	gprabet	2012-11-13	Closed	Done	BRUHUBACPNYORGJER	NPT891 (>>BRU)	n/a	n/a	n/a	Print	YES (1/1)	

figure 72: Arrive inbound movement

By clicking on the **Arrive** button, the mvt gets status 'Arrived', required to transfer ULD's from an inbound mvt to an available outbound mvt or to the TGV warehouse. Take ownership if AHS owned mvt.

Inbound Movement	Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action
NPT891	2012-11-13	2012-11-13 22:05	GCI	BRU	ARRIVED	Complete	<a href="#">Take ownership</a>

Control ULDs

MAWBS

Manifest

Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Transfer	Print	Image File
<a href="#">AYF0004</a> <a href="#">SNPT</a>	OPS4780304GCI	BRU	2	nrenouf	2012-11-13	Closed	Done	BRUHUBACSCYOYORGGCI	NPT891 (>>BRU)	To WH: BCS1287>>BGY	<a href="#">Print</a>	YES(1/1)			
<a href="#">AYF00071</a> <a href="#">NPT</a>	OPS4780522GCI	BRU	1	gprabet	2012-11-13	Closed	Done	BRUHUBACPNYORGJER	NPT891 (>>BRU)	To WH: BCS1287>>BGY	<a href="#">Print</a>	YES(1/1)			
<a href="#">AYG00006</a> <a href="#">NPT</a>	OPS4780413GCI	BRU	1	gprabet	2012-11-13	Closed	Done	BRUHUBACPNYORGJER	NPT891 (>>BRU)	To WH: BCS1287>>BGY	<a href="#">Print</a>	YES(1/1)			

## Take Ownership

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT	YES							
Inbound Movement		Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action									
CDG7009		2013-11-19	2013-11-19 14:00	CDG	BRU	ARRIVED	Complete	<a href="#">Take ownership</a>									
<a href="#">Loaded ULDs</a>				<a href="#">MAWBS</a>		<a href="#">Manifest</a>											
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest	Status	Descr	Location	To WH	Delete	Transfer	Print	Image	File
<a href="#">PMC0080DHL</a>	H364864581CDGBAH	41 sUser_sName	2013-11-18	Closed	Done	none	CDG7009 (>>BRU)	(AHS3)(AHS3)	n/a	<a href="#">Print</a>	YES(1/2)						
<a href="#">PMC0672DHL</a>	H364863380CDGBKK	14 sUser_sName	2013-11-18	Closed	Done	none	CDG7009 (>>BRU)	(AHS3)(AHS3)	n/a	<a href="#">Print</a>	YES(1/1)						
<a href="#">PMC1434DHL</a>	H364864636CDGBAH	12 sUser_sName	2013-11-18	Closed	Done	none	CDG7009 (>>BRU)	(AHS3)(AHS3)	n/a	<a href="#">Print</a>	YES(1/1)						
<a href="#">PMC2048DHL</a>	H364864673CDGBAH	8 sUser_sName	2013-11-18	Closed	Done	none	CDG7009 (>>BRU)	(AHS3)(AHS3)	n/a	<a href="#">Print</a>	YES(1/1)						

figure 73: Inbound movement - take ownership

When the inbound movement is AHS owned the user needs to take possession of the movement. By clicking on the **Take Ownership** button to enable the option to transfer ULD's from an AHS owned inbound movement to an available outbound movement or TGV warehouse.



Inbound Movement		Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action								
CDG7009		2013-11-19	2013-11-19 14:00	CDG	BRU	ARRIVED	Complete	n/a								
Loaded ULDs			MAWBS		Manifest											
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Transfer	Print	Image	File
<a href="#">PMC0080DHL</a>	H364864581	CDG	BAH	41	sUser_sName	2013-11-18	Closed	Done	none	CDG7009 (>>BRU)	To WH	Delete	3S117>>LEJ	>>	Print	YES(1/2)
<a href="#">PMC0672DHL</a>	H364863380	CDG	BKK	14	sUser_sName	2013-11-18	Closed	Done	none	CDG7009 (>>BRU)	To WH	Delete	3S117>>LEJ	>>	Print	YES(1/1)
<a href="#">PMC1434DHL</a>	H364864636	CDG	BAH	12	sUser_sName	2013-11-18	Closed	Done	none	CDG7009 (>>BRU)	To WH	Delete	3S117>>LEJ	>>	Print	YES(1/1)
<a href="#">PMC2048DHL</a>	H364864673	CDG	BAH	8	sUser_sName	2013-11-18	Closed	Done	none	CDG7009 (>>BRU)	To WH	Delete	3S117>>LEJ	>>	Print	YES(1/1)

<b>Container/HUID:</b>	The container number and Handling Unit Identification (H = AHS id, OPS = TGV id).
<b>Org/Dst:</b>	Three letter airport code, station of origin, station of destination.
<b>Pcs/User:</b>	Total nr of pcs reloaded and/or scanned in the container, and the userid.
<b>Date/Status:</b>	The operational date and the status of the container.
<b>Manifest status:</b>	The manifest status of the movement.
<b>Descr:</b>	The contents of this container.
<b>Location:</b>	The location of the container: the movement number and destination of the movement.
<b>To WH:</b>	Status N/A=Not available. <b>To WH</b> = offload and move the ULD to the TGV warehouse
<b>Transfer:</b>	<b>&gt;&gt;</b> to transfer the ULD to an active (available) outbound movement
<b>Print:</b>	To print the contents of the ULD. ( <b>Note</b> the print preview will open in a new window.)

**Notes:** If you are an AHS site transferring transit positions should be done in AHS and preferable not manually in the TGV application.  
Once you've arrived and/or took ownership of the inbound movement you can perform following actions for the AHS owned ULD(s):

- Move loaded uld from inbound mvt to the TGV warehouse. Consult [Warehouse page 60](#)
- Transfer a loaded uld from an inbound mvt to an existing outbound movement.

### Move ULD from inbound mvt to TGV warehouse

INVOICE	DATE	ORG/INVT	OUT/INVT	INVOICE DT	POD	SCREEN NUMBER: 107	LOGGING IN PROGRESS	END DATE								
Inbound Movement		Mvt Date		STA		Origin	Destination	Status	Manifest Status	Action						
NPT891		2012-11-13		2012-11-13 22:05		GCI	BRU	ARRIVED	Complete	<a href="#">Take ownership</a>						
Loaded ULDs																
MAWBS																
Manifest																
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Transfer	Print	Image	File
<a href="#">AYF00048NPT</a>	OPS4780304GCI	BRU	2	arenouf	2012-11-13	Closed	Done	BRUHUBACSCYOYORGGINPT891 (>>BRU)	<a href="#">To WH</a>	<a href="#">Delete</a>	BCS1287>>BGY	>>	<a href="#">Print</a>	YES(1/1)		
<a href="#">AYF00071NPT</a>	OPS4780522GCI	BRU	1	ggrabet	2012-11-13	Closed	Done	BRUHUBACPNCYORGJERNPT891 (>>BRU)	<a href="#">To WH</a>	<a href="#">Delete</a>	BCS1287>>BGY	>>	<a href="#">Print</a>	YES(1/1)		
<a href="#">AYG00006NPT</a>	OPS4780413GCI	BRU	1	ggrabet	2012-11-13	Closed	Done	BRUHUBACPNCYORGJERNPT891 (>>BRU)	<a href="#">To WH</a>	<a href="#">Delete</a>	BCS1287>>BGY	>>	<a href="#">Print</a>	YES(1/1)		

figure 74: Move ULD from inbound movement to TGV warehouse

**To WH** to move the ULD to the TGV warehouse, the ULD will be placed with the available ULD's in the TGV warehouse. Consult: [Warehouse page 60](#)

### Why move a transit ULD from the inbound movement to the warehouse?

If a complete ULD (+ contents) is left behind, you can mark this uld and contents as on hold via the warehouse. Consult: [ULD On Hold via TGV warehouse page 84](#)

## Transfer ULD from inbound movement to outbound movement

**Note:** The transfer option is not available (n/a)!

- the location is no longer an inbound mvt/dest but already an outbound mvt/dest, so the transit ULD is already transferred from the inbound to the outbound movement.
- The location is no longer an inbound movement/dest but your TGV warehouse, so the transit ULD is moved from the inbound movement to your TGV warehouse.


Inbound Movement	Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action								
D06520	2013-11-19	2013-11-19 03:35	LEJ	BRU	ARRIVED	Complete	n/a								
Loaded ULDs															
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Transfer	Print	Image File
AAC9507DHL	H364802336	OPO	BRU	80	sUser_sName	2013-11-15	Closed	Done	none	D06520 (>>BRU)	To WH	Delete	3S117>>LEJ	Print	YES(1/1)
AA33809DHL	H364898155	LEJ	LOS	4	sUser_sName	2013-11-19	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(3/4)
AA34019DHL	H364898332	LEJ	BRU	10	sUser_sName	2013-11-19	Closed	Done	none	BRU Warehouse	n/a	n/a	n/a	Print	YES(1/1)

To transfer the transit ULD's to an existing outbound mvt, if the movement doesn't exist, it must be created first prior to transfer. Consult: [New outbound page 64](#)

To transfer the selected ULD to an available existing outbound movement, select the preferred movement from the dropdown list.

Inbound Movement	Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action								
D06520	2013-03-28	2013-03-28 03:35	LEJ	BRU	ARRIVED	Complete	n/a								
Loaded ULDs															
MAWDS															
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Transfer	Print	Image File
AAC809DHL	H367716344	LEJ	LIL	1	sUser_sName	2013-03-28	Closed	Done	none	BRU1702 (>>LIL)	n/a	n/a	n/a	Print	YES(1/1)
AAC804DHL	H367714863	LEJ	BRU	1	sUser_sName	2013-03-28	Closed	Done	none	D06520 (>>BRU)	To WH	Delete	QY1929>>LEJ	Print	YES(1/1)
AA33121DHL	H367715541	LEJ	LOS	2	sUser_sName	2013-03-28	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(1/2)
AA3305DHL	H367703486	LEJ	LOS	2	sUser_sName	2013-03-27	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(1/1)
AA3309DHL	H367703490	LEJ	LOS	2	sUser_sName	2013-03-27	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(1/1)
AA3409DHL	H367707745	LEJ	BRU	3	sUser_sName	2013-03-27	Closed	Done	none	D06520 (>>BRU)	To WH	Delete	QY1929>>LEJ	Print	YES(2/2)
PAG04013MDHL	OPS5022623	IST	LBV	5	ritnik	2013-03-27	Closed	Done	LBVONLACPKARORGIST	D06520 (>>BRU)	To WH	Delete	QY1929>>LEJ	Print	YES(1/1)
PAG1955DHL	H367696560	LEJ	LOS	17	sUser_sName	2013-03-27	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(7/7)
PAG3173DHL	OPS5022619	IST	LBV	12	ritnik	2013-03-27	Closed	Done	LBVONLACPKARORGIST	D06520 (>>BRU)	To WH	Delete	QY1929>>LEJ	Print	YES(1/1)
PAG5063DHL	H367710302	LEJ	BRU	3	sUser_sName	2013-03-28	Closed	Done	none	D06520 (>>BRU)	To WH	Delete	QY1929>>LEJ	Print	YES(1/1)
PAG5460DHL	H367705284	LEJ	LOS	4	sUser_sName	2013-03-27	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(3/3)
PMC1760DHL	H367675243	LEJ	LOS	4	sUser_sName	2013-03-27	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(2/2)
PAG3173DHL	OPS5022619	IST	LBV	12	ritnik	2013-03-27	Closed	Done	LBVONLACPKARORGIST	D06520 (>>BRU)	To WH	Delete	QY1929>>LEJ	Print	YES(1/1)
PAG5063DHL	H367710302	LEJ	BRU	3	sUser_sName	2013-03-28	Closed	Done	none	D06520 (>>BRU)	To WH	Delete	QY1929>>LEJ	Print	YES(1/1)
PAG5460DHL	H367705284	LEJ	LOS	4	sUser_sName	2013-03-27	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(3/3)
PMC1760DHL	H367675243	LEJ	LOS	4	sUser_sName	2013-03-27	Closed	Done	none	D0081 (>>LOS)	n/a	n/a	n/a	Print	YES(2/2)

figure 75: Transfer ULD from inbound movement to outbound movement


 >>, the ULD will be transferred to the selected outbound movement.

Continue with the normal export procedure. Consult: [Export: outbound – manifest procedure page 60](#)


## Transfer transit freight to another commercial airline

For inbound-transit freight which needs to be handed over to another commercial airline for uplift a transfer manifest should be created.

## Inbound

 **INBOUND** from the menu, then click on the required inbound movement, the loaded ULD's will be displayed.

### Assign (mawb) for transfer to another commercial airline.

To assign MAWB's as transfer to Commercial Airline freight,  on the ULD number in the 'Loaded ULDs' to view the ULD contents being mawbs.

Inbound Movement	Mvt Date	STA	Origin	Destination	Status	Manifest Status	Action
BCS2476	2014-08-25	2014-08-25 23:10	EMA	BRU	ARRIVED	Complete	<a href="#">Take ownership</a>


Container	HUD	Org	Dst	Pcs	User	Date	Status	Manifest	Descr	Location	To WH	Delete	Transfer	Print	Image File
<a href="#">aaa1234dhl</a>	OPS5480589	EMABRU	2	pbelleke	2014-08-25	Closed	Done	none	BCS2476 (>>BRU)	To WH	Delete		3S117>>LEJ	<a href="#">Print</a>	NO
<b>AAA2345DHL</b>	OPS5480590	EMALOS	3	pbelleke	2014-08-25	Closed	Done	none	BCS2476 (>>BRU)	To WH	Delete		3S117>>LEJ	<a href="#">Print</a>	NO
<a href="#">BELL</a>	OPS5480588	EMABRU	1	pbelleke	2014-08-25	Closed	Done	none	BCS2476 (>>BRU)	To WH	Delete		3S117>>LEJ	<a href="#">Print</a>	NO

Content of Handling Unit AAA2345DHL									
Mawb	Hawb	Loaded Pcs	Total Pcs	Destination	Description	Action	Trns. To	Image File	
<input type="checkbox"/> 61525082035	n/a	3	15	LOS	DANGO	n/a		NO	

[Assign for transfer...](#)

figure 76: Assign MAWB to transfer to another commercial airline

Select/flag the MAWB (multiple selection is possible),  [Assign for transfer...](#). The system will update and complete the **Trns To** information as follows

Content of Handling Unit AAA7899DHL									
Mawb	Hawb	Loaded Pcs	Total Pcs	Destination	Description	Action	Trns. To	Image File	
<input type="checkbox"/> 61587356765	n/a	1	2	CDG	DANGO	n/a	7-1	YES	
<input checked="" type="checkbox"/> 61587356791	n/a	1	1	CDG	DANGO	n/a		YES	

[Assign for transfer...](#)

The mawb assigned for transfer to another commercial airline is now available for a transfer manifest creation.

### Create transfer manifest to another commercial airline.

Hover on **MANIFEST** from the sub menu  on **Create Transfer Manifest**.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT
						Search Manifest			
						<a href="#">Create Transfer Manifest</a>			

### Assign (available MAWB 's to an Airline)

To assign a MAWB to an Airline select (flag) a MAWB from the "Assign available MAWB's" list, and click [Assign](#). The system will prompt you to **enter a valid 2-letter airline code**. Once the code is completed the MAWB is assigned to the available transfer manifests.



The screenshot shows the 'Assign available MAWB's' window. It contains a table with columns: MAWB, Pieces, Weight, Destination, Container, and Remark. The table lists four MAWBs: 12360011162, 12321512691, 12321512702, and 12303133944. The fourth MAWB is selected with a checkmark. Below the table are buttons: Assign, Save Changes, and Remove from list. An 'Explorer User Prompt' dialog box is open, asking for a valid airline code. The dialog has an 'OK' button and a 'Cancel' button. Below the dialog, there is a section for 'Assigned to LH - LUFTHANSA CARGO' with a dropdown menu and buttons for Print and Print & Close. At the bottom, there are buttons for Save Changes and Remove from manifest.

figure 77: Create transfer manifest to another commercial airline

MAWB's that are assigned to an airline can still be edited or removed from the manifest until the manifest has been closed / printed.

#### Save changes (change pcs-weight of available mawbs or add/remove a remark)

Correct the amount of pcs and/or weight, insert or remove a remark, flag the check box in front of the mawb for which you want to save the changes and **Save Changes**.

#### Remove from list (assign available MAWB's)

Select (flag) the MAWB, and click **Remove from list**. **Note:** Multiple selection is possible.

#### Retrieve MAWB

A PPW entry should occur in your GTW. This option can be used for;

- Retrieve a MAWB that was previously removed from the list
- Retrieve the total amount of pieces of a partially send shipment
- Retrieve a MAWB when your GTW is the origin and freight should be transferred to another airline for uplift.
- Retrieve a MAWB that was previously transferred to another incorrect airline.

To retrieve the MAWB, enter the MAWB number in the entry field and **Retrieve**

The screenshot shows the 'Extra available MAWB's' window. It has a label 'MAWB' followed by a text input field containing the number '12303133944'. To the right of the input field is a button labeled 'Retrieve'.

figure 78: Retrieve extra available MAWBs for transfer

This action will load the MAWB in the “**Assigned Available MAWB's**” list and will be available to be assigned to a Transfer Manifest.

### Available Transfer Manifests for printout

This option allows the user to manage and print or re-print a transfer manifest. The transfer manifest contains MAWB information that is identified as leaving the DHL network and will be handed over to a Commercial Airline.

The screenshot shows two main sections. The top section, 'Assign available MAWB's', contains a table with columns: MAWB, Pieces, Weight, Destination, Container, and Remark. It lists three MAWBs: 12360011162 (2 pieces, 100 weight, BHN, TST1), 12321512691 (5 pieces, 50 weight, BGY, TEST1), and 12321512702 (5 pieces, 50 weight, CIA, TEST1). Below the table are buttons for 'Assign', 'Save Changes', and 'Remove from list'. The bottom section, 'Available Transfer manifests for printout', has a dropdown menu set to 'Assigned to LH - LUFTHANSA CARGO'. It shows two manifests: 61587344025 (2 pieces, 400 weight, LFW, AMJ0119DHL) and 61587344036 (6 pieces, 100 weight, LOS, AMJ0119DHL). Buttons for 'Print', 'Print & Close', 'Save Changes', and 'Remove from manifest' are present.

figure 79: Print - Print&close transfer manifest


### DHL carrier

Select from the drop down list of available DHL owned carriers the appropriate carrier, this name is also displayed on the hardcopy of the transfer manifest.

This screenshot is similar to Figure 79 but includes a carrier selection dropdown. The 'Assigned to' dropdown is set to 'KL - KLM ROYAL DUTCH AIRLINES'. The table shows MAWB 12312345678 (20 pieces, 4888 kgs, DXB). Below it, 'Assigned to LH - LUFTHANSA' shows MAWB 12327112024 (10 pieces, 100 kgs, MAD). A dropdown menu is open, showing a list of DHL carriers: Vensecar International C.A., DHL Aero-Expreso S.A., DHL de Guatemala, S.A., TransAm Aero Express del Ecuador, and DHL Aviation (which is highlighted). Buttons for 'Print', 'Print & Close', 'Save Changes', and 'Remove from manifest' are visible.

figure 80: DHL carrier selection for transfer manifest

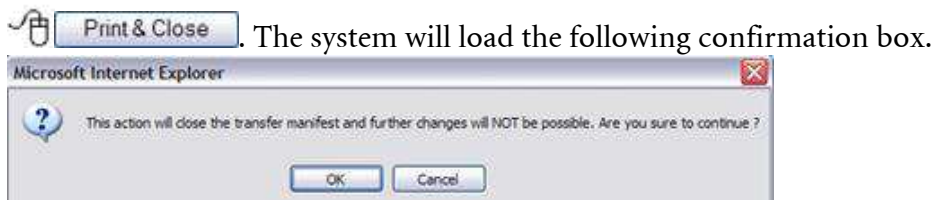
### Print / Print & Close a transfer manifest

 **Print**, to open a draft version of the Transfer manifest in a new browser window. (Requires Adobe Acrobat Reader ).

**Note:** regardless of the entered measurement scheme, the transfer manifest is in metric.

DHL AERO EXPRESSO S.A.		Air Cargo Transfer Manifest Manifiesto de Transferencia de Cargo		DHL	
Airport: BRU - Brussels		Date: 2006-09-28 14:08:19		Transferred to: KLM ROYAL DUTCH AIRLINES	
Aeropuerto:		Fecha:		Transferido a:	
AWB Number Número del serial	AWB Destination Destino del AWB	Number of Packages Número de piezas	Weight kg/lbs Peso kg/lbs	Remarks Observaciones	
123-00000000	MAD	3	3.0		
123-00010001	AMS	1	1.0		
<p>Above consignments received in full and apparent good order and condition except as noted in the Remarks column. Los embarques arriba mencionados han sido recibidos en aparentes buenas condiciones excepto en la columna de Observaciones.</p>					
Transferred by: Transferido por			Received by: KLM ROYAL DUTCH AIRLINES Recibido por		
(Name of transferring carrier)			(Name of receiving carrier)		
By:			By:		
Original: Revenue Accounting (CS BRU - Brussels)			Time: _____ Date: _____ Hora: _____ Fecha: _____		

figure 81: Air Cargo Transfer manifest




After confirmation, the system will close the manifest, remove the information from the “Available Transfer Manifests” list and open the final manifest in a new window.

To re-print a closed Transfer Manifest, track one of the MAWB's that has been assigned to the manifest in the Track & Trace 3 and select the “Reload / Manifest” tab.

Events											
Booking	Predelivery	Paperwork	Volumetric	Check In	Reload Manifest	On Hold	Reload Block	POB	ETD	Comments	Tracing Remarks
12539632391											
Reload (TGV 1)						Manifest:					
Pieces	Gateway	Date Time	Container	HLID	Movement	Pieces	Gateway	Movement	Destination	Reference	Date Time
1	SJO	01-Oct-2008 07:46:22	PAG3546DAE	H363559136	DAE5232	2	SJO	DAE5232	MA	SJ0001001DAE52320003	01-Oct-2008 09:14:19
1	SJO	01-Oct-2008 08:32:23	PAJ1029AA	H363559001	DAE5232						
Transfer Manifest											
Pieces	Gateway	Date Time	Reference	Airline	User						
2	MA	01-Oct-2008 20:58:35	MA1012008N016	BA-BRITISH AIRWAYS	mforets						
Reload (TGV 2)											
No information available											

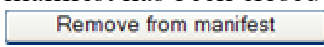
figure 82: Track&amp;Trace application - transfer manifest

### Save changes (change pcs-weight of assigne to ... mawbs)

MAWB's that are assigned to an airline can still be edited/changed until the manifest has been closed / printed. Correct the amount of pcs and/or weight, insert or remove a remark, flag the check box in front of the mawb for which you want to save the changes and  **Save Changes**.

### Remove from manifest (assigned MAWB's)

MAWB's that are assigned to an airline can still be removed from the manifest until the manifest has been closed / printed. Select (flag) the MAWB, and click

 **Note:** Multiple selection is possible.

## Transit: failed connection procedure

Failed connection of freight and/or paperwork should be captured as on hold-left behind.

### Failed connection of transit paperwork


All paperwork arriving at your location which missed connection on the outbound movement needs to be captured as left behind. Consult: [Paperwork Left Behind page 81](#)

### Failed connection of transit freight

All transit freight arriving at your location which missed connection on the outbound movement needs to be captured as on hold. Consult: [Failed connection of freight page 82-85](#)


### Transit ULD (+complete content) on hold

#### Inbound

 **INBOUND** from the menu, then click on the required inbound movement, the loaded ULD's will be displayed.

#### Move ULD from inbound mvt to TGV warehouse

INBOUND	MAWB	OUTBOUND	INBOUND	OUTBOUND	POD	Origin	Destination	Status	Manifest Status	Action
Inbound Movement	NPT891	Mvt Date	2012-11-13	STA	2012-11-13 22:05	GCI	BRU	ARRIVED	Complete	Take ownership
Loaded ULDs										
Container	HUID	Org	Dst	Pcs	User	Date	Status	Manifest Status	Descr	Location
AYF00048NPT	OPS4780304GCI	BRU	2	arenouf	2012-11-13	Closed	Done	BRUHUBACSCYOYORGGCINPT891 (>>BRU)	To WH	Delete
AYF00071NPT	OPS4780522GCI	BRU	1	gprabet	2012-11-13	Closed	Done	BRUHUBACPNCYORGJERNPT891 (>>BRU)	To WH	Delete
AYG00006NPT	OPS4780413GCI	BRU	1	gprabet	2012-11-13	Closed	Done	BRUHUBACPNCYORGJERNPT891 (>>BRU)	To WH	Delete

 **To WH** to move the ULD to the TGV warehouse, the ULD will be placed with the available ULD's in the TGV warehouse.

#### Why move a transit ULD from the inbound movement to the warehouse?

If a complete ULD (+ contents) is left behind, you can mark this uld and contents as on hold via the warehouse. Consult: [ULD On Hold via TGV warehouse page 84-85](#)

## Checkpoints

The insert of a checkpoint(s) for a shipment(s) – ULD represents a situation in time, a snapshot of the cycle of a shipment and captures more status visibility. Checkpoint input can be done on MAWB-HAWB level **or** Container level (the checkpoint is linked to all MAWBs included-loaded in that ULD). Consult section [Checkpoints at page 85-88](#)

## Import: inbound procedure

- Acceptance of import paperwork.
- Proof Of Delivery: freight available for pick up.
- Checkpoints: represents a situation in time, a snapshot of the cycle of a shipment


## Import: acceptance of ppw procedure

All import paperwork arriving at your location as final destination needs to be checked. Import ppw acceptance can be done via an **'Inbound'** movement or the **'Paperwork Entry'**.


### Accept (import) paperwork

Consult: [Accept \(transit\) paperwork page 89](#)

### PPW acceptance at gateway

The option is available at your gateway: if your location is a destination, but at least 1 ppw entry at another location needs to be performed  on the ['Accept PPW'](#) link to perform your GTW PPW acceptance and the system will create a PPW acceptance record visible in T&T3. After performing the acceptance the link is replaced by **'Done'**.

### Paperwork menu

Hover on **PAPERWORK**, from the sub menu  on **Paperwork Entry**.



### Paperwork Entry

Consult: [Paperwork Entry page 27](#)

## Checkpoints

The insert of a checkpoint(s) for a shipment(s) – ULD represents a situation in time, a snapshot of the cycle of a shipment and captures more status visibility. Checkpoint input can be done on MAWB-HAWB level **or** Container level (the checkpoint is linked to all MAWBs included-loaded in that ULD). Consult section [Checkpoints at page 85-88](#)

## Import: proof of delivery - handover procedure

All import freight arriving at your location as final destination needs to have a proof of delivery. POD section allows to create, prepare, find, print and close a **Proof Of Delivery's**.

### Create pod on mawb(s) – hawb(s) level

#### New POD

From the POD menu select **New POD**, the following information will be loaded.

figure 83: New POD

<b>Generate</b>	Select this option and the system generates an unique POD number automatically.
<b>POD Nbr:</b>	Or enter the POD number of the hardcopy in this entry field
<b>Gateway:</b>	Your location: airport code, station of issuing.
<b>POD Remarks:</b>	Enter the global POD remarks in this entry field.
<b>Movement</b>	Enter the movement reference (license plate) in this entry field.
<b>Consignee:</b>	Enter the consignees name in this entry field.
<b>CMR entry</b>	Flag this checkbox if the related info is not a POD but a CMR ( <i>Convention of International Road Transportation</i> )

When all fields are completed  **Create POD**, the following information will be loaded.

figure 84: Create POD


Pod has now been created but is still empty cause no mawbs/hawbs are inserted to this pod. As long as no mawbs/hawbs are attached onto the pod, the user will have the option to remove the pod. For detailed info consult: [Delete a POD page 110](#)

## Update POD

This section explains how to update the main POD information.


POD Nbr.	BRU120418002	GTW	BRU	Date	2012-04-18 16:11
POD Remarks	consignee was advised of freight available at 18 April 2012 09:00 it				
Movement Ref	GFO1234	Consignee	Mr XYZ		
CMR Entry	<input type="checkbox"/>				
<input type="button" value="Update"/> <input type="button" value="Show ATA"/>					

figure 85: Update POD

Only the accessible fields can be corrected, edit the necessary fields and  .

## Show ATA

Allows to add the Actual Time of Arrival of the inbound movement to the POD.

  and the system will automatically add the Actual Time of Arrival of the inbound movement to the POD, when available.


	MAWB	Pcs	Wgt	ACC	CSTAT	Incident	UserId	HCF	HCP	Ready for pick-up	ATA
<a href="#">update/delete</a> <a href="#">add MAWBs</a>	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N		2011-08-02 10:36	2011-08-04 21:41
Remarks: 1 CARTON PICKED UP ON 02/08/2011											

figure 86: POD show ATA

### Notes

- The ATA for flights will be displayed in UTC, for trucks in Local Time.
- If selected **Show ATA**, and the system displays N/A, this means the movement is not a Scheduled movement and is not available in the DB-Core Movement database.

## Hide ATA

This option is only visible when a user has previously added the ATA to the POD, and allows to remove/hide the ATA of the inbound movement from the POD.   the system will remove the Actual Time of Arrival of the inbound mvt from the POD.

## Manually add MAWB to a POD

This option allows the user to manually add MAWB information to the POD.

Manual MAWB entry									
MAWB#	Pieces	Weight	Incident Code	Avail. Date	Avail. Time	HCF	HCP		
61595135748	1	123 kgs	BR shipment under bank release	18-Apr-2012	16:11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>	
Remark: <input type="text"/>									

figure 87: Add MAWB to POD

<b>MAWB:</b>	Enter the MAWB number in this entry field.
<b>Pieces</b>	Submit the number of pieces which will be picked up



<b>Weight</b>	NEW: You are able to enter the correct wgt if required on pc level part shipments or complete freight. If you do not fill in the wgt, the system will automatically calculate the wgt based upon the amount of pod pcs (wgt divided by total amount of pcs multiplied by pod amount of pcs)
	<b>Note:</b> if you choose to enter the weight manually for the first mawb, you will need to enter for all other mawbs on this same pod the weight manually. If you do not enter the weight for the first mawb, you will no longer be able to fill in the weight for the other mawbs on the same pod.
<b>Incident</b>	Select if needed an incident code from the dropdown list.
<b>Avail. Date:</b>	The date defines when the freight was available for pick-up. (can be changed manually).
<b>Avail. Time:</b>	This time defines when the freight was available for pick-up. (can be changed manually).
	<b>Note:</b> Regardless of your chosen time preference you always need to fill in the local time, cause this is the time which will be displayed on the pod print as : ready for pick up.
<b>Remarks:</b>	Add the remarks for this MAWB in this entry field.

Populate all fields required  **ADD**, the MAWB detail will be added to the POD.

**Manual MAWB entry**


MAWB#	Pieces	Weight	Incident Code	Avail. Date	Avail. Time	HCF	HCP	
		kg	NONE	15-Jan-2012	15:50	<input type="checkbox"/>	<input type="checkbox"/>	<b>Add</b>
<b>Remark:</b>								

MAWB	Pcs	Wgt	ACC	CSTAT	Incident	UserId	HCF	HCP	Ready for pick-up	ATA
<a href="#">update/delete</a> <a href="#">add MAWBs</a>	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N	2011-08-02 10:36	2011-08-04 21:41

**Remarks** 1 CARTON PICKED UP ON 02/08/2011

### Update MAWB details

Allows the user to update or delete the MAWB information, as long as the pod hasn't been printed nor closed.  [update](#) to correct the selected MAWB detail.

#### Update POD Details

MAWB	Pieces	Weight	Incident	Remarks	HC	HC FCS
61595135748	1	kgs	NONE		<input type="checkbox"/>	<input type="checkbox"/>
Available Date		18-Apr-2012		Available Time		16:42
<input type="button" value="Update Detail"/> <input type="button" value="Cancel"/>						

figure 88: Update MAWB POD details

Apply the necessary changes and  **Update Detail** or **Cancel** to abort without the changes.

### Delete MAWB details




 [delete](#) to remove the MAWB detail, the following confirmation box will appear.



figure 89: Delete-remove MAWB from POD

 **OK** to delete the selected MAWB detail from the POD, or  **Cancel** to abort.

### Manually add HAWB to a POD

If the selected MAWB contains HAWB information, following information is displayed.

Manual MAWB entry																															
MAWB#	Pieces	Weight	Incident Code			Avail. Date	Avail. Time	HCF	HCP																						
		kg	NONE			15-Jun-2012	15:50	<input type="checkbox"/>	<input type="checkbox"/>																						
<a href="#">update/delete</a> <a href="#">add HAWBs</a>																															
<table border="1"> <thead> <tr> <th>MAWB</th> <th>Pcs</th> <th>Wgt</th> <th>ACC</th> <th>CSTAT</th> <th>Incident</th> <th>Userld</th> <th>HCF</th> <th>HCP</th> <th>Ready for pick-up</th> <th>ATA</th> </tr> </thead> <tbody> <tr> <td>99220864631</td> <td>1</td> <td>324.86 kg</td> <td>UD5</td> <td>T1</td> <td>none</td> <td>FLIGHTCA</td> <td>N</td> <td></td> <td>2011-08-02 10:36</td> <td>2011-08-04 21:41</td> </tr> </tbody> </table>										MAWB	Pcs	Wgt	ACC	CSTAT	Incident	Userld	HCF	HCP	Ready for pick-up	ATA	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N		2011-08-02 10:36	2011-08-04 21:41
MAWB	Pcs	Wgt	ACC	CSTAT	Incident	Userld	HCF	HCP	Ready for pick-up	ATA																					
99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N		2011-08-02 10:36	2011-08-04 21:41																					
Remarks: 1 CARTON PICKED UP ON 02/08/2011																															


 [add HAWB's](#) to view the available HAWB's for the selected MAWB.

Select All			Deselect All			Add Selected		
HAWB	HAWB Pcs	HAWB POD Pcs	HAWB	HAWB Pcs	HAWB POD Pcs			
<input type="checkbox"/> 0987654321	5		<input type="checkbox"/> 1234567800	1				
<input type="checkbox"/> 456454647899	10							
Select All			Deselect All					
Add Selected								

figure 90: Add HAWB to POD

 [Select All](#) to add all available HAWB's displayed to the POD.

 [Deselect All](#) to deselect the selected HAWB's.

 [Add Selected](#) to add the selected HAWB's to the POD.

**Note:** If not the complete amount of pcs is received on hawb level, change the HAWB POD pcs manually, cause default at the beginning the total nr of pcs will be displayed after selected. Once an HAWB with incomplete amount of pcs is added, the second attempt to add this HAWB to a pod the remaining pcs will be displayed as default.

If the HAWB(s) have been selected to add, the HAWB window will be closed, and the selected HAWB info is added to the POD.

Manual MAWB entry																															
MAWB#	Pieces	Weight	Incident Code			Avail. Date	Avail. Time	HCF	HCP																						
		kg	NONE			15-Jun-2012	15:50	<input type="checkbox"/>	<input type="checkbox"/>																						
<a href="#">update/delete</a> <a href="#">add HAWBs</a>																															
<table border="1"> <thead> <tr> <th>MAWB</th> <th>Pcs</th> <th>Wgt</th> <th>ACC</th> <th>CSTAT</th> <th>Incident</th> <th>Userld</th> <th>HCF</th> <th>HCP</th> <th>Ready for pick-up</th> <th>ATA</th> </tr> </thead> <tbody> <tr> <td>99220864631</td> <td>1</td> <td>324.86 kg</td> <td>UD5</td> <td>T1</td> <td>none</td> <td>FLIGHTCA</td> <td>N</td> <td></td> <td>2011-08-02 10:36</td> <td>2011-08-04 21:41</td> </tr> </tbody> </table>										MAWB	Pcs	Wgt	ACC	CSTAT	Incident	Userld	HCF	HCP	Ready for pick-up	ATA	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N		2011-08-02 10:36	2011-08-04 21:41
MAWB	Pcs	Wgt	ACC	CSTAT	Incident	Userld	HCF	HCP	Ready for pick-up	ATA																					
99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N		2011-08-02 10:36	2011-08-04 21:41																					
Remarks: 1 CARTON PICKED UP ON 02/08/2011																															
<table border="1"> <thead> <tr> <th colspan="2">HAWB LIST</th> </tr> </thead> <tbody> <tr> <td><a href="#">remove</a></td> <td>0004WQ14\$1 1</td> </tr> </tbody> </table>										HAWB LIST		<a href="#">remove</a>	0004WQ14\$1 1																		
HAWB LIST																															
<a href="#">remove</a>	0004WQ14\$1 1																														

figure 91: HAWB on POD

**Note:** HAWB information will also be displayed on the POD printout.

### Remove HAWB details

✎ [remove](#) to delete the HAWB from the POD, following confirmation box will appear.

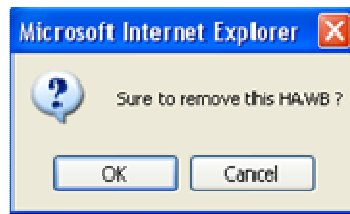


figure 92: Remove HAWB from POD

✎ [OK](#) to delete the selected HAWB detail from the POD.

✎ [Cancel](#) to proceed without deleting the selected HAWB detail from the POD.

### Search Mawbs available for POD

This option is available at the bottom underneath Manual Mawb entry, and allows the user to search mawbs available for POD based upon destination and account. Select the GTW and account from the dropdown list and ✎ [Search](#), the following information will be loaded.

POD Nbr.	PBTEST	GTW	BRU	Date	2015-02-16 15:23			
POD Remarks								
Movement Ref		Consignee						
CMR Entry	<input type="checkbox"/>							
				<a href="#">Update</a>	<a href="#">Show ATA</a>			
<b>Manual MAWB entry</b>								
MAWB#	Pieces	Weight	Incident Code	Avail. Date	Avail. Time	HCF	HCP	
		kgs	NONE	16-Feb-2015	15:28	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Add</a>
Remark								
<b>Search Mawbs available for POD</b>				BRU	F24	<a href="#">Search</a>		
<b>Available Mawbs</b>								
MAWB	Org	Dst	Account	Product	Pieces	Inbound Mfst	POD Pieces	Incident
<a href="#">40338200282</a>	HKG	BRU	F24	GFX	67	92	44	NONE
Remarks						Avail. Date		16-Feb-2015
						Avail. Time		15:28
<a href="#">40370052743</a>	HKG	BRU	F24	ACP	14	21	9	NONE
Remarks						Avail. Date		16-Feb-2015
						Avail. Time		15:28
<a href="#">40383213012</a>	PVG	BRU	F24	ACA	14	14	0	NONE
Remarks						Avail. Date		16-Feb-2015
						Avail. Time		15:28
<a href="#">Add Selected MAWBs to POD</a>								

figure 93: Search MAWBs available for POD

### Explanation of additional fields;

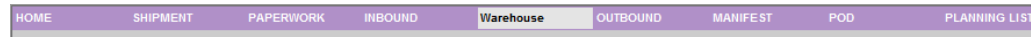
**Include:** This field shows how many pieces are available according to the PPW.

If the available nr of pcs doesn't correspondent with the nr of pieces you received at your destination then change the number of pieces that will be placed on the POD, and flag the accompanied checkbox to indicate that the MAWB must be included to the POD.

✎ [Add Selected MAWBs to POD](#) to add the selected MAWB(s) to the POD.

### Create pod for an entire ULD (+complete content)

The user should go to the **virtual TGV warehouse** to manually select 1 or more ULD(s) for pod creation.



Click on the **Warehouse** section to consult your virtual TGV warehouse.

### Create POD for selected ULD(s)

You can create POD(s) for 1 or more ULDs + contents which are available in your virtual TGV warehouse.

Apply Delete   Apply On-Hold <b>Apply POD</b>												
DEL	OH	POD	Container	Destination	Pieces	Created/Modified by	Status	Description	Delete	Batch Rld	Image file	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AAC1357DHL	LOS	2	pbelleke/pbelleke	Open	none	Delete	Reload	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABU1234DHL	JFK	15	pbelleke	Open	none	Delete	Reload	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AAC0809DHL	BGY	19	pbelleke	Open	none	Delete	Reload	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABC1234DHL	BHB	1	pbelleke	Open	none	Delete	Reload	NO	

figure 94: Create POD for select ed ULD(s) of the TGV warehouse

Flag the POD checkbox in front of the ULD(s) for POD creation and **Apply POD**.

The system will now produce an unsigned POD for each mawb loaded in the selected ULD(s) and will re-direct the user to the POD unsigned screen. (Consult: [Unsigned POD's page 110](#))

When a ULD is not selectable for POD creation, the button will be in front of the ULD.

When clicking on this button, an explanation pop-up box will appear with one of the following details regarding the ULD.



figure 95: MAWBs on this container are already on a POD, or container is empty

- MAWBs in this selected ULD are already put manually on a POD.  
When the ULD is empty there is no need to generate a POD



figure 96: This container may contains MAWBs without paperwork

- MAWB without PPW, see section [Perform PPW checkin link from ULD in warehouse page 107](#) to solve the problem, the ULD will become selectable for POD generating.

**Perform PPW checkin link from ULD in warehouse**

☞ on the ULD nr link [AAX4289DHL](#) and the system will display all MAWB's in the selected

ULD that have no PPW checkin. MAWB's without paperwork  
12360004232 ☞ on the MAWB number, and the system will direct you to the PPW entry screen. When the PPW checking has been done, go to the warehouse, and the ULD will be selectable for generating POD(s).

**Print a POD****Print/Save Changes (first print)**


This option allows the user to print out a POD without closing the POD.

POD Nbr.	99220864631	GTW	BRU	Date	2011-08-02 14:54					
POD Remarks										
Pickup Date/Time	Date (d/m/y)	15-Jun-2012	Time	16:00						
Sig. Name										
Movement Ref	m003	Consignee	dhl global							
CMR Entry	<input type="checkbox"/>									
<input type="button" value="Print/Save Changes"/> <input checked="" type="checkbox"/> Customs Copy <input checked="" type="checkbox"/> Consignee Copy <input checked="" type="checkbox"/> Invoice <input type="button" value="Save Changes"/> <input type="button" value="Hide ATA"/>										
<b>Manual MAWB entry</b>										
MAWB#	Pieces	Weight	Incident Code	Avail. Date	Avail. Time					
		kg	NONE	15-Jun-2012	16:00					
<input type="checkbox"/> HCF <input type="checkbox"/> HCP <input type="button" value="Add"/>										
Remark										
MAWB	Pcs	Wgt	ACC	CSTAT	Incident	Userld	HCF	HCP	Ready for pick-up	ATA
<a href="#">update/delete</a> <a href="#">add HAWBs</a>	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N	2011-08-02 10:36	2011-08-04 21:41
Remarks: 1 CARTON PICKED UP ON 02/08/2011										
<b>HAWB LIST</b>										
<a href="#">remove</a> 0004W01481 1										
<a href="#">update/delete</a> <a href="#">add HAWBs</a>	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N	2011-08-03 11:09	2011-08-04 21:41
Remarks: pick up 03/08 at 17:07h										
<a href="#">update/delete</a> <a href="#">add HAWBs</a>	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N	2011-08-04 11:01	2011-08-04 21:41
Remarks: pick up 04/0814:25										
Search MAWBs available for POD <input type="text" value="BRU"/> <input type="text" value="-00"/> <input type="button" value="Search"/>										
Available MAWBs No data available.										

figure 97: Print POD

**Important notes:**

- \* If you do not want to close the pod make sure the Signatory name is not filled in.
- \* The system will force the user to fill in the consignee name, when not yet done.
- \* When you click on OK, the system will disable any actions on MAWB and or hawb level (except "remarks after closure").
- \* The default POD copies to print have been reduced from 3 copies to 2 copies, reason is: there is no need any more to send a copy to Brussels
- \* The pick up date/time will not be displayed on the pod print. Only when the Signatory name is filled in, the system will default take the current local time to be populated, but can be changed manually (but always fill in the local time, cause this is the time which will be displayed on the pod print as : pick up date/time)

 **Print/Save Changes** to print out the POD, the system displays a warning.



 **OK** to proceed or  **Cancel** to abort the current action.

The system will load a print-preview using the adobe acrobat plug-in.

DHL AVIATION		ACG DELIVERY NOTE N° BRU120333005		Barcode		Customs Copy	
DATE		Movement Ref.		Gateway			
21-Mar-2012		BRU		BRU			
Consignee Name t							
MAWB	Pcs	Weight	Org	For	Class	Ready for pick-up	
12323032026	4	16.14 kgs	BRU	MAD	G	23-Mar-2012 15:50	
12323032030	5	22.80 kgs	BRU	MAD	C	23-Mar-2012 15:50	
Total MAWBs		Total Pieces		Total Weight			
2		9		40.82 kgs			
Driver Name & Signature				Pickup Date/Time			
null							

figure 98: First print

When closing this print preview window, the following information will be loaded.

POD No.	BRU10947001	GTW	BRU	Date	2011-09-27 10:52						
POD Remarks											
Pickup Date/Time	Date (day)	15-Jun-2012	Time	15:58							
Sig. Name											
Movement Ref											
CMR Entry											
Printed by PHELIX on 27-Sep-2012 10:14:43											
<input type="button" value="Print Original"/> <input checked="" type="button" value="Customs Copy"/> <input checked="" type="button" value="Consignee Copy"/> <input checked="" type="button" value="Invoice"/> <input type="button" value="Save Changes"/> <input type="button" value="Show ATA"/>											
add remark	MAWB	Pcs	Wgt	ACC	STAT	Incident	UserId	HCF	HCP	Ready for pick-up	ATA
	817741161	508	3279 kg	DMA	T1	none	PHELIX	N		2011-09-27 10:52	...
Remarks ...											

figure 99: POD after first print

## Close a POD

### Finalize / Close POD

To close a POD, enter the signatory name, Pickup date & time and  **Save Changes**.  
Once a pod is closed this pod will be removed from the unsigned pod list.

**Note:** the pod is only closed if the Signatory name is filled in. The system will default set the Pickup date & time as current local time, but this can be changed manually (always fill in the local time, cause this is the time which is displayed on the pod print: pick up date/time)





**OK** to proceed or **Cancel** to abort the current action.

POD Nbr.	99220864631		GTW	RRIT	Date	2011-08-02 14:54					
POD Remarks											
Pickup Date/Time	Date(d/m/y)	15-Jun-2012		Time	16:01						
Sig. Name											
Movement Ref.	M003		Consignee	dhl global							
CMR Entry	<input type="checkbox"/>										
Printed by PBELLEKE on 15-Jun-2012 16:01:55											
<input type="button" value="Print Original"/> <input checked="" type="checkbox"/> Consignee Copy <input checked="" type="checkbox"/> Consignee Copy <input checked="" type="checkbox"/> Invoice <input type="button" value="Save Changes"/> <input type="button" value="Hide ATA"/>											
<a href="#">add remark</a>	MAWB	Pcs	Wgt	ACC	CSTAT	Incident	UserId	HCF	HCP	Ready for pick-up	ATA
	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N		2011-08-02 10:36	2011-08-04 21:41
	Remarks: 1 CARTON PICKED UP ON 02/08/2011										
	<b>DRAWB LIST</b>										
	<a href="#">remove</a> 0004WC14811										
<a href="#">add remark</a>	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N		2011-08-03 11:09	2011-08-04 21:41
	Remarks: pick up 03/08 at 17:07h										
<a href="#">add remark</a>	99220864631	1	324.86 kg	UD5	T1	none	FLIGHTCA	N		2011-08-04 11:01	2011-08-04 21:41
	Remarks: pick up 04/08 14:25										

figure 100: Close POD

## Print Final

**Print Final**, the system will load a print-preview of the final/closed POD.

## Print Original

**Print Original** to printout the duplicate of an original (first print) POD.

## Add remarks after closure

[add remark](#) in front of the MAWB, the following information will be loaded.

### Update POD Details

MAWB	Pieces	Weight	Incident	Remarks	HC	HC PCS
99220864631	1	324.86 kg	NONE	1 CARTON PICKED UP ON 02/08/2	<input type="checkbox"/>	
Available Date		2-Aug-2011		Available Time		10:36
Remarks after closure						
<input type="button" value="Update Detail"/> <input type="button" value="Cancel"/>						

figure 101: POD - add remarks after closure

Add the after closure remarks and, **Update Detail** to update the detail or **Cancel** to proceed without updating the POD detail.

## Unsigned POD's

This option allows the user to search for all unsigned POD's in your gateway.


From the POD submenu select **Unsigned POD's**, the following information will be loaded.

POD Nbr	POD Date	Consignee	GTW	User	Action
<a href="#">120415001</a>	2013-04-15 15:33	WMA	WMA	gabellia	<a href="#">Delete</a>
<a href="#">120415001</a>	2013-04-15 16:40	WMA	WMA	gabellia	<a href="#">Delete</a>
<a href="#">120415002</a>	2013-04-15 16:42	WMA	WMA	gabellia	---
<a href="#">120415002</a>	2013-04-15 16:11	WMA	WMA	gabellia	<a href="#">Delete</a>
<a href="#">120415001</a>	2013-04-15 16:31	1	WMA	gabellia	---
<a href="#">120415004</a>	2013-03-29 16:47	1	WMA	gabellia	---
<a href="#">120415003</a>	2013-03-29 16:16	WMA	WMA	gabellia	---
<a href="#">120415003</a>	2013-03-29 16:06	1	WMA	gabellia	---
<a href="#">120415001</a>	2013-03-29 16:45	1	WMA	gabellia	---
<a href="#">120415001</a>	2011-09-27 16:32	DHL Aviation Mexico	WMA	gabellia	---

figure 102: Unsigned PODs

## Explanation of fields;

<b>POD Nbr:</b>	The POD number. (Click on the list header to sort ascending/ descending)
<b>POD Date:</b>	The date and time when the POD was created. . (Click on the header of the list to sort ascending or descending)
<b>Consignee</b>	Defines the consignee information mentioned on the unsigned POD. (Click on the header of the list to sort ascending or descending)
<b>GTW:</b>	Defines the DHL tree letter code where the POD was created.
<b>User:</b>	Defines the user-Id who created the POD.


 the POD number and close or update the selected POD.

## Delete a POD



This option allows you to delete an Unsigned POD without MAWB/HAWB details allocated to them. From the **POD** menu select **Unsigned POD's**, the following information will be loaded.



POD Nbr	POD Date	Consignee	GTW	User	Action
<a href="#">120415001</a>	2013-04-15 15:33	WMA	WMA	gabellia	<a href="#">Delete</a>
<a href="#">120415001</a>	2013-04-15 16:40	WMA	WMA	gabellia	<a href="#">Delete</a>
<a href="#">120415002</a>	2013-04-15 16:42	WMA	WMA	gabellia	---
<a href="#">120415002</a>	2013-04-15 16:11	WMA	WMA	gabellia	<a href="#">Delete</a>
<a href="#">120415001</a>	2013-04-15 16:31	1	WMA	gabellia	---
<a href="#">120415004</a>	2013-03-29 16:47	1	WMA	gabellia	---
<a href="#">120415003</a>	2013-03-29 16:16	WMA	WMA	gabellia	---
<a href="#">120415003</a>	2013-03-29 16:06	1	WMA	gabellia	---
<a href="#">120415001</a>	2013-03-29 16:45	1	WMA	gabellia	---
<a href="#">120415001</a>	2011-09-27 16:32	DHL Aviation Mexico	WMA	gabellia	---

figure 103: Delete POD

 [Delete](#) to remove the selected Unsigned POD from the list.

The following confirmation window will appear.

  to close this confirmation box and delete the selected Unsigned POD.

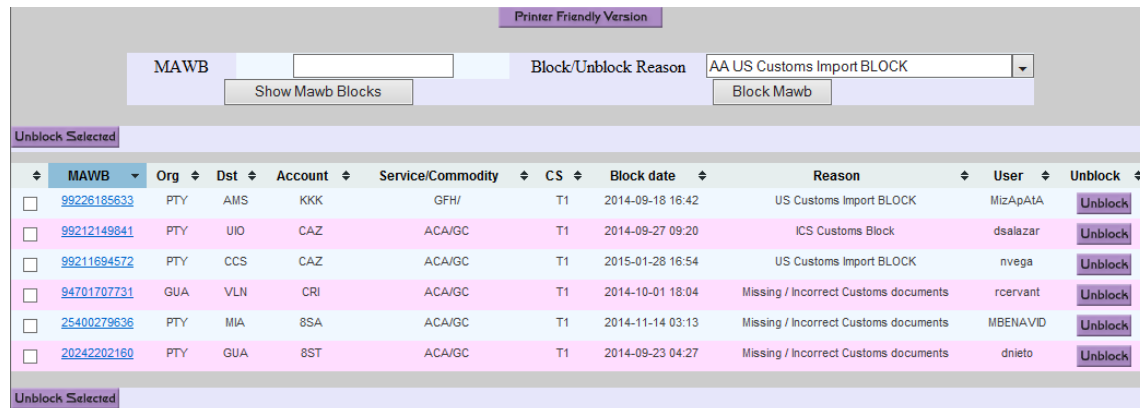
  to close this confirmation box without deleting the Unsigned POD.

**Note:** As long as no mawbs/hawbs are attached onto the pod, the user will have the option to remove the pod.

## Usefull options

### Block/Unblock

Hoover over the **Shipment** menu,  **Block/Unblock** to stop or release a shipment.



Printer Friendly Version

MAWB:  Block/Unblock Reason: AA US Customs Import BLOCK

Show Mawb Blocks Block Mawb

Unblock Selected


MAWB	Org	Dst	Account	Service/Commodity	CS	Block date	Reason	User	Unblock
99226185633	PTY	AMS	KKK	GFH/	T1	2014-09-18 16:42	US Customs Import BLOCK	MizApATA	Unblock
99212149841	PTY	UIO	CAZ	ACA/GC	T1	2014-09-27 09:20	ICS Customs Block	dsalazar	Unblock
99211694572	PTY	CCS	CAZ	ACA/GC	T1	2015-01-28 16:54	US Customs Import BLOCK	nvega	Unblock
94701707731	GUA	VLN	CRI	ACA/GC	T1	2014-10-01 18:04	Missing / Incorrect Customs documents	rcervant	Unblock
25400279636	PTY	MIA	BSA	ACA/GC	T1	2014-11-14 03:13	Missing / Incorrect Customs documents	MBENAVID	Unblock
20242202160	PTY	GUA	BST	ACA/GC	T1	2014-09-23 04:27	Missing / Incorrect Customs documents	dnieto	Unblock

Unblock Selected

figure 104: Block-Unblock shipments

Reason	AA:	US Customs Import Block
	BR:	Shipment under Bank release
	CD:	Customs check
	DG:	Dangerous goods Check
	DM:	Damaged
	IC:	ICS Customs block
	ID:	Missing/incorrect customs documents
	IW:	ICS Customs WAIT
	LP:	Lost PPWK / Docs
	RB:	Rejected Booking
	RT:	Return to Consignor
	SC:	Security checked
	SI:	Shipment inspection
	UN:	Unsecured shipment
User	Defines the user who blocked the MAWB	

#### Block a shipment

To block a shipment for a certain reason enter the MAWB / HAWB in the MAWB entry field, select the Block reason from the dropdown list and  **Block Mawb**

**Notes:** if a MAWB is unknown, the following will be displayed. **MAWB does not exist**

#### ICS block

TGV will send the block and unblock messages for ACS material from customs. TGV will process these block/unblock messages together with their related incident code.

Whenever a block message is received for a particular MAWB, this MAWB will receive a reload block in the related gateway with the incident code 'ICS customs block' (incident code IC). The shipment will change back to the previous status when an unblock message is



sent. A new permission for customs will be created that allow certain users to manually unblock these shipments. These manual unblocks will not be forwarded to AHS. Manual unblocks in AHS will also not be forwarded towards TGV.

#### Blocked

If a shipment has a reload block in a certain gateway it will not be possible in TGV:

- To manually reload this shipment in the related gateway
- To create a POD for this shipment in the related gateway


#### Unblock a MAWB

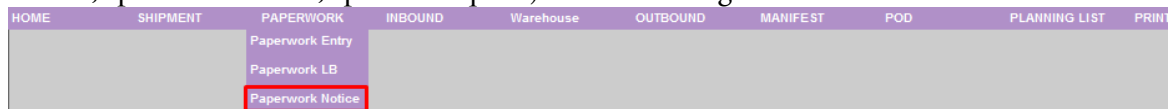
 **Unblock** the MAWB is released. Multiple unblock, flag the MAWB's and  **Unblock Selected**.

#### Print Blocked MAWB's list


 **Printer Friendly Version** to open the blocked MAWB's list in a new browser window.

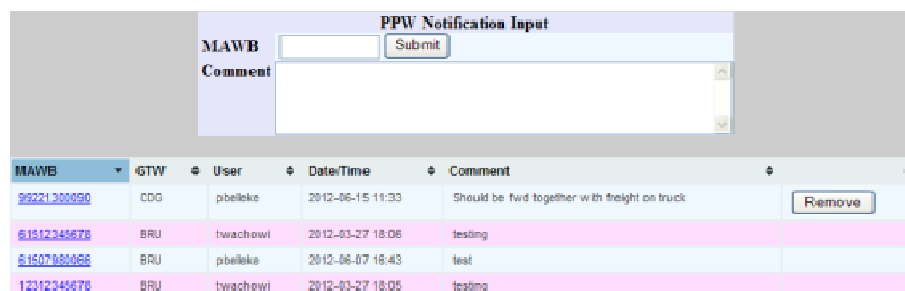
## Paperwork Notice

Hoover over the **Paperwork** menu,  **Paperwork Notice** to enter a notification (e.g.: route details, special attention, specific request) for an existing MAWB.



#### Add a PPW Notice

Enter the MAWB number and comment that you want to add to the MAWB and  **Submit**. The MAWB and Notification details will be added to the list as follows.



**PPW Notification Input**

MAWB:  **Submit**

Comment:

MAWB	GTW	User	Date/Time	Comment	
99221300090	CDG	pbelleke	2012-06-15 11:33	Should be fwd together with freight on truck	<b>Remove</b>
61512345678	BRU	twachowi	2012-03-27 18:06	testing	
81507880056	BRU	pbelleke	2012-06-07 18:43	test	
12312345678	BRU	twachowi	2012-03-27 18:05	testing	

figure 105: Paperwork notification input

The notification is displayed to the user when performing a PPW entry for this specific MAWB in the same GTW where the notification is entered. When the PPW entry is done, the notification is removed from the MAWB. Each time a PPW notification is set or removed a GTW comment in the Track&Trace application – Tracking is added to the MAWB.

#### Remove a PPW Notice

From the '**PPW Notice**' option, click '**Remove**' to remove the selected notice.

**Note:** you can only remove paperwork notification from your own location/gtw.

**OR:** Perform a PPW entry for the MAWB. When performing the PPW entry a message box will appear with the entered notice.



figure 106: Paperwork notification

Click 'Continue' to remove the notification and close the message box.

**Note:** Paperwork notification on mawb level is automatically cleaned up when a paperwork entry is performed in a different gateway than the notification gateway.

## Mail

**Mail: how to add besides mawbs also the CN38/41/46/47-AV7 to a mfst?**

Hover over the **SHIPMENT** menu, a sub menu is listed and click on **Mail**.

CN38 & AV7 input					
CN38/AV7	ORG	DST	PCS	WGT	
					Submit
CN38/AV7	ORG	DST	PCS	WGT	
DEA013553M7F	FRA	SHA	1	5.6	Delete
DEA013549E06	FRA	SHA	1	9.4	Delete
DEA013543MAU	FRA	SHA	1	2.1	Delete

figure 107: Mail input


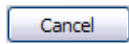

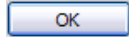
Enter the CN38 / AV7 details and click **Submit** to add the input to the list. Click **Delete** to remove an entry from the list. The entries performed in this option are available for manifesting.

**Create outbound manifest including mail CN38/AV7 load for a mvt**

From the **Outbound - Outbound list** select the mvt you want to manifest and click **Manifest**.

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
3S570	2013-05-24	2013-05-24 06:05	LEJ	PVG	CLOSED		Not Manifested	Manifest (Flight)

figure 108: Add mail bags to an outbound manifest

-   to proceed without adding mailbags to the manifest.
-   to proceed and select the mailbags you want to add to this manifest.

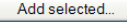


CN38 / AV7 load					
	CN38/AV7	ORG	DST	PCS	WGT
<input type="checkbox"/>	DEA013553M7F	FRA	PVG	1	5.2
<input type="checkbox"/>	DEA013549E06	FRA	PVG	1	9.4
<input type="checkbox"/>	DEA013543MAU	FRA	PVG	1	2.1
					


figure 109: Select/add mail bags

Select the CN38/AV7's you want to manifest on this movement and  .

The system will besides the reloaded mawbs also manifest all selected mailbags.

**Notes:** Only CN38/AV7 (mailbags) with **an identical dest as the mvt destination** will be taken into consideration. So the message to add mail bags to a manifest will only be shown if there is CN38/AV7 input with an identical destination as the mvt destination. Mailbags will only appear on the last page of the Air Cargo and Consolidated manifest.

## Outbound List

Hoover over the **Outbound** menu,  **Outbound List** to view all outbound movements.

The system will show all available outbound movements created in AHS and/or TGV regardless of the status of the movement.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	
#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action
14	3S117	Flight	BRU	LEJ	2013-11-20	2013-11-20 00:10	OPEN	Not Manifested	( AHS3)
1	BCS924	Flight	BRU	CMN	2014-10-04	2014-10-04 02:15	OPEN	Not Manifested	Close
2	BCS1478	Flight	BRU	LEJ	2014-09-05	2014-09-05 11:00	CLOSED	Partial Manifested	n/a
6	BCS1648	Flight	BRU	LEJ	2014-05-08	2014-05-08 01:45	CLOSED	Not Manifested	n/a
3	BCS1822R	Flight	BRU	BRU	2014-08-26	2014-08-26 02:45	ARRIVED	Complete	Hide
13	D0081	Flight	BRU	LOS	2013-11-20	2013-11-20 06:05	CLOSED	Not Manifested	( AHS3)
15	D0978	Flight	BRU	CVG	2013-11-19	2013-11-19 21:15	OPEN	Pre-Manifested	
9	PB	Truck	BRU	AAL	2013-12-16	2013-12-16 21:30	OPEN	No Content	Delete



 on the mvt hyperlink (eg: [D01287](#) )

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
<a href="#">D01287</a>	2015-02-17	2015-02-17 02:55	BRU	BGY	OPEN	<a href="#">Create</a> 	NONE	<a href="#">Close</a> <a href="#">Flight</a>
								

Available containers in warehouse

figure 110: Outbound movement - create image file

### Create image file

This option allows to create a ZIP file containing all scanned images of the MAWB's that are loaded onto the mvt. The Image file can be created after creating the Pre-mfst or Final Manifest and requires a WINZIP or other software that can handle this type of archive.  on '[Create Image File](#)', then  '[Retrieve Image File](#)' to initiate the download of the zip file.



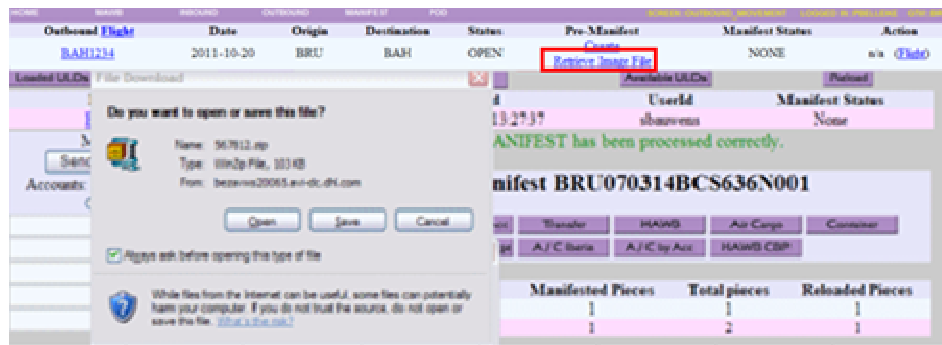


figure 111: Save or open image file

The user can open the ZIP file or save it on the PC's hard drive and attach the file to an email.

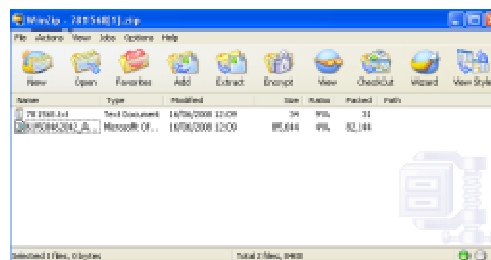


figure 112: ZIP file

## Send ICS as CSV file - Import CSV file

Import CSV file: the extract will be sent to the required email address and it will be possible to elaborate it with Microsoft Excel. In order to import correctly the CSV file there is an **important setting to be done on Microsoft Excel** (this operation has to be done only once).

Microsoft Excel 2003  
**Tool -> Option** menu  
 select the "**International**" tab  
 set decimal separator "."  
 click on the **Ok** button

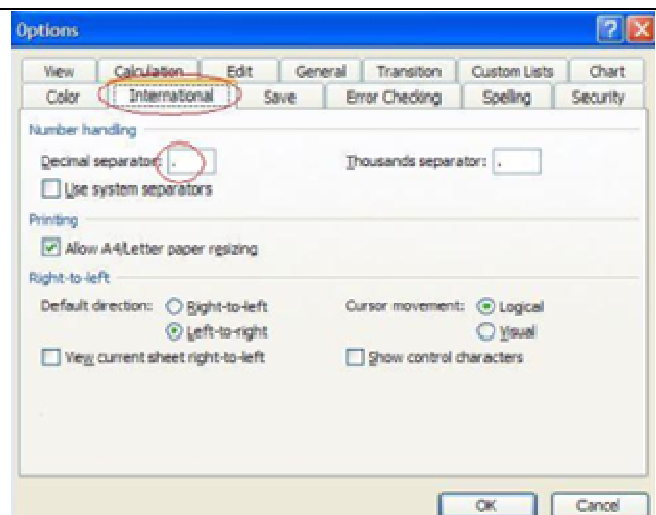
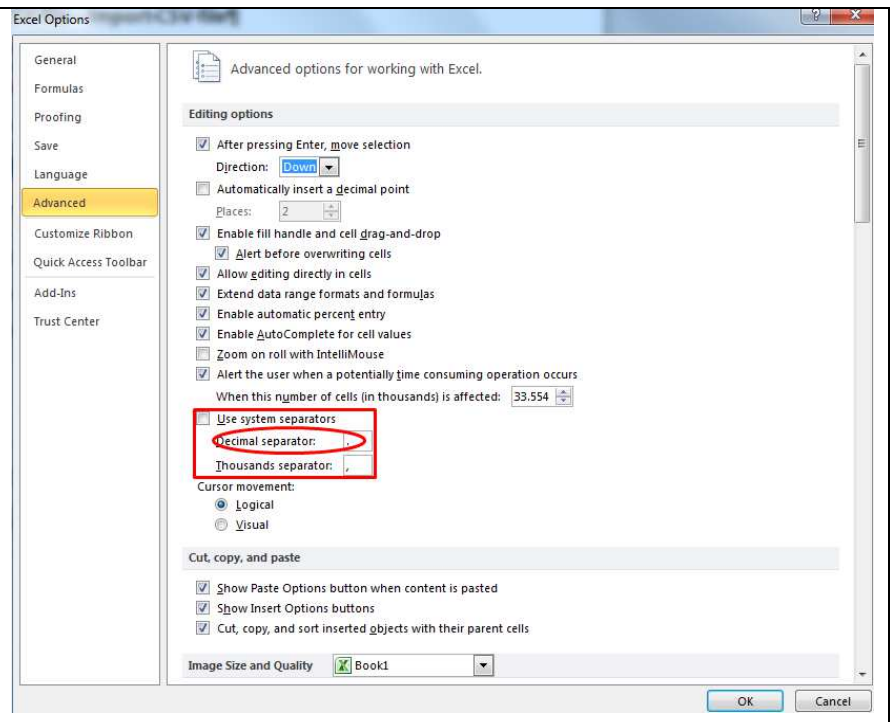
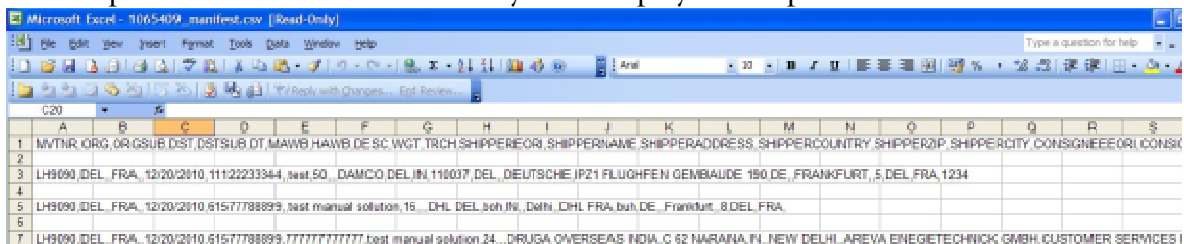


figure 113: Import CSV file

Microsoft Excel 2010  
**File->Options->Advanced**  
 set decimal separator "."  
 click on the **Ok** button

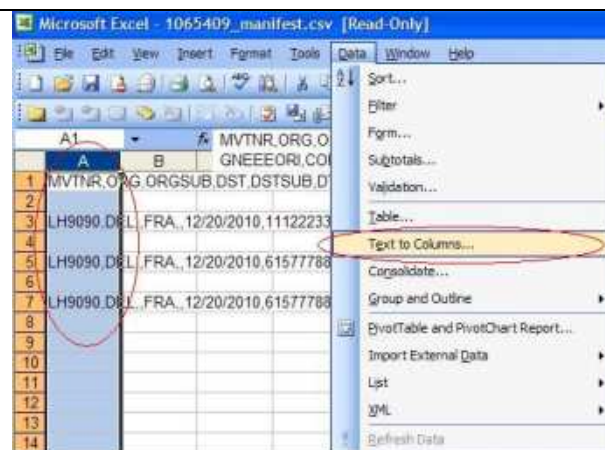


Excel is ready to correctly import the .CSV files you are generating with TGV. Once the files have been imported to Excel it should already been displayed in separated columns.

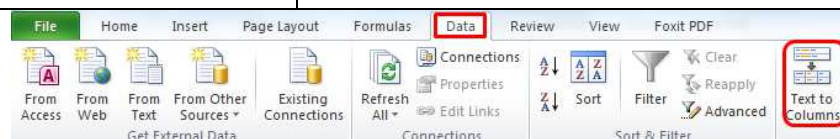


If this is not the case, follow a simple procedure to separate the data in columns.

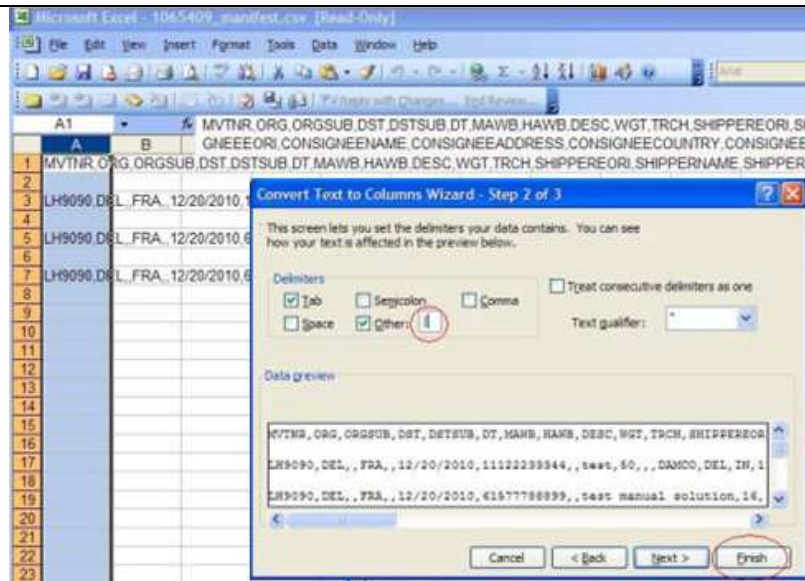
Microsoft Excel 2003  
 select spreadsheet column (A)  
 select the **Data->Text to column**



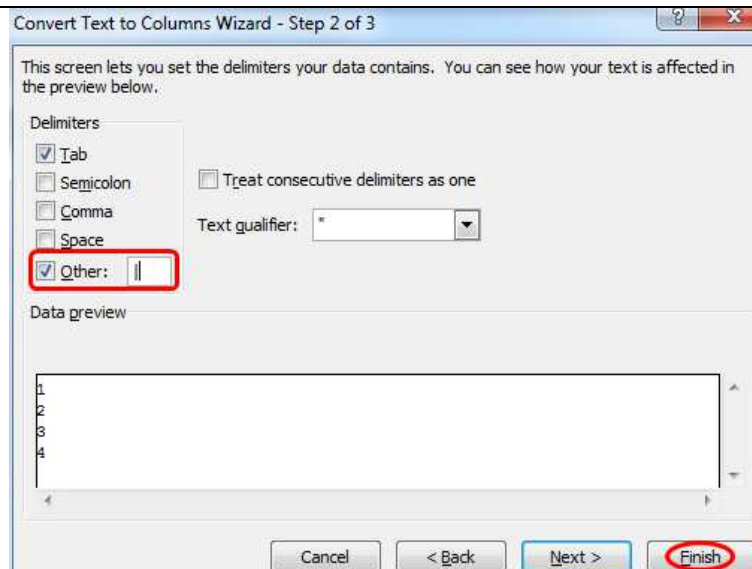
Microsoft Excel 2010



Microsoft Excel 2003  
pop-up window  
select "**Delimited**" option  
press the "**Next**" button  
set as separator character "|" **Finish**" button




Microsoft Excel 2010  
pop-up window  
select "**Delimited**" option  
press the "**Next**" button  
set as separator character "|" **Finish**" button




The file is ready to be elaborated on Excel.

**Note:** This process has been installed especially for AS400 countries which are not yet ready and non AHS sites/countries. This option can also be used by H&G at origin to provide commercial airlines (in case of Interline traffic into EU or in transit in EU) with the required ACS ICS info to lodge the declaration themselves at the first point of entry.

## Merge movement

To merge an entire outbound mvt into another outbound mvt with the same dest. Hoover over the **Outbound** menu,  **Outbound List** to view all outbound movements. The system will show all available outbound mvts created in AHS and/or TGV regardless of the status of the mvt.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	
#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action
14	3S117	Flight	BRU	LEJ	2013-11-20	2013-11-20 00:10	OPEN	Not Manifested	( AHS3)
1	BCS924	Flight	BRU	CMN	2014-10-04	2014-10-04 02:15	OPEN	Not Manifested	Close
2	BCS1478	Flight	BRU	LEJ	2014-09-05	2014-09-05 11:00	CLOSED	Partial Manifested	n/a
6	BCS1648	Flight	BRU	LEJ	2014-05-08	2014-05-08 01:45	CLOSED	Not Manifested	n/a
3	BCS1822R	Flight	BRU	BRU	2014-08-26	2014-08-26 02:45	ARRIVED	Complete	Hide
13	D0081	Flight	BRU	LOS	2013-11-20	2013-11-20 06:05	CLOSED	Not Manifested	( AHS3)
15	D0978	Flight	BRU	CVG	2013-11-19	2013-11-19 21:15	OPEN	Pre-Manifested	
9	PB	Truck	BRU	AAL	2013-12-16	2013-12-16 21:30	OPEN	No Content	Delete

 on the mvt hyperlink (eg; [3S526A](#))


Allows to merge an entire outbound mvt into another outbound mvt with the same dest.

**Note:** Only complete OPS (TGV owned) movements with status “closed” can be merged.

When an OPS (complete TGV owned/ no AHS ULD info) movement is closed, the following option will appear below the container list (in the option “Loaded ULD’s”).

HOME	SHIP	PAPERWORK	INBOUND	OUTBOUND	MANIFEST	POD	PLANNING LIST								
Outbound Flight		Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action						
3S526A		2011-11-23	2011-11-23 02:15	BRU	MAD	CLOSED		Not Manifested	Manifest (Flight)						
Loaded ULDs		MAWBS		Manifest		Available ULDs		Reload							
Container	RUID	Org	Dest	Pos	User	Date	Status	Manifest Status	Descr	Location	To WH	Delete	Reload	Print	Image File
AKE6121ER	CPS3932678	BRU	NAD	1	sUser_sName	2011-11-23	Closed	Not Manifested	none	3S126A (>>MAD)	To WH	Delete	Reload	Print	NO
AMX8061ER	CPS3932680	BRU	NAD	1	sUser_sName	2011-11-23	Closed	Not Manifested	none	3S126A (>>MAD)	To WH	Delete	Reload	Print	NO
AMX8111ER	CPS3932682	BRU	NAD	1	sUser_sName	2011-11-23	Closed	Not Manifested	none	3S126A (>>MAD)	To WH	Delete	Reload	Print	NO
AMX8433ER	CPS3932684	BRU	NAD	1	sUser_sName	2011-11-23	Closed	Not Manifested	none	3S126A (>>MAD)	To WH	Delete	Reload	Print	NO
Merge movement into other movement:						BCS1334	BRU-MAD	19-Apr-2012	<div>Merge</div>						
						HCS1304	BRU-MAD	19-Apr-2012							


figure 114: Merge movement

Select a movement from the dropdown list and  [Merge](#). The ULDs and contents are automatically merged/crossloaded into the selected second outbound movement, and therefore the first outbound movement will disappear from the outbound list.

**Note:** Once a movement is manifested or partial manifested the merge option is disabled.

## Lookup ULD from previous movement

Option to lookup ULD(s) of a movement for which the LDM is already created and reload the customs mawb for the ULD(s) on ULD level to the outbound movement. Hoover over the

**OUTBOUND** menu, a sub menu is listed and  on **Outbound List**. The system will show all available outbound mvts created in AHS and/or TGV regardless of the status of the movement.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	
#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action
14	<a href="#">3S117</a>	<a href="#">Flight</a>	BRU	LEJ	2013-11-20	2013-11-20 00:10	OPEN	Not Manifested	( AHS3)
1	<a href="#">BCS924</a>	<a href="#">Flight</a>	BRU	CMN	2014-10-04	2014-10-04 02:15	OPEN	Not Manifested	<a href="#">Close</a>
2	<a href="#">BCS1478</a>	<a href="#">Flight</a>	BRU	LEJ	2014-09-05	2014-09-05 11:00	CLOSED	Partial Manifested	n/a
6	<a href="#">BCS1648</a>	<a href="#">Flight</a>	BRU	LEJ	2014-05-08	2014-05-08 01:45	CLOSED	Not Manifested	n/a
3	<a href="#">BCS1822R</a>	<a href="#">Flight</a>	BRU	BRU	2014-08-26	2014-08-26 02:45	ARRIVED	Complete	<a href="#">Hide</a>
13	<a href="#">D0081</a>	<a href="#">Flight</a>	BRU	LOS	2013-11-20	2013-11-20 06:05	CLOSED	Not Manifested	( AHS3)
15	<a href="#">D0978</a>	<a href="#">Flight</a>	BRU	CVG	2013-11-19	2013-11-19 21:15	OPEN	Pre-Manifested	
9	<a href="#">PB</a>	<a href="#">Truck</a>	BRU	AAL	2013-12-16	2013-12-16 21:30	OPEN	No Content	<a href="#">Delete</a>

on the mvt hyperlink ( [D01287](#) ) and [Available ULDs](#).

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action
<a href="#">D01287</a>	2015-02-17	2015-02-17 02:55	BRU	BGY	OPEN	<a href="#">Create</a> <a href="#">Create Image File</a>	NONE	<a href="#">Close</a> <a href="#">Flight</a>

Loaded ULDs: [MAWBS](#) Manifest [Available ULDs](#) [Reload](#)

Available containers in warehouse  
none

Create new ULD:  
For loose loaded material, please use BULK, LOOSE or BELLY as container nbr.  
Container Nbr.   
Destination   
Flagging   
[New Handling Unit](#) [Reset](#)

Lookup ULD on previous movement:  
Flight Nbr.   
Date.   
[Search LDM\(s\)](#)  
Available LDM(s)  
No LDMs are available

figure 115: Outbound movement - lookup ULD on previous movement

**Reload via LDM (load message)**

This option can only be used when a LDM for the outbound movement is already created.

Fill in the movement number - movement date and [Search LDM\(s\)](#)

[Show LDM Details](#)

Lookup ULD on previous movement:  
Flight Nbr.   
Date.   
[Search LDM\(s\)](#)  
Available LDM(s)  
D01287 : BRU-BGY [Show LDM Details](#)  
  
MAWB:  [Import Uld](#)

on  of the drop down list to view the containers of the outbound LDM.

(BGY) AAX5050DHL \*DGRBGYHUBMIPLMFTDTNCRYORGBRU  
(TLV) AAY1029DHL TLVGTWWPXDOXACPNCYORGBRU  
(TLV) AAC8903DHL \*ICETLVGTWWPXDOXLTRCOYORGBRU  
(BGY) AAY8311DHL BGYHUBMIPTDTLTRCOYORGBRU  
(BGY) AAX4709DHL \*ICERDSBGYGTWMIPTDXLTRCOYORG  
(BGY) AAX4242DHL BGYHUBMIPTDXTNCRYORGAMS  
(BGY) AAC8746DHL BGYHUBMIPTDTCOYORGAMS  
(BGY) AAX4745DHL \*ICEBGYHUBMIPACPEOTDNCRYORGBR  
(TLV) AAC8943DHL TLVONLACPNCYORGBRU  
(TLV) AAC7327DHL TLVONLACPNCYORGBRU  
(BGY) AAX3517DHL \*ICEBGYHUBMIPTDTCMXNCRYORGBRU  
(TLV) AAC9705DHL TLVONLACPNCYORGBRU  
(BGY) AAX3901DHL RDSBGYGTWMIPTDXLTRCMXCOYORGBR  
(BGY) AAX4698DHL BGYHUBMIPTDXCMXLTRCOYORGAMS  
(BAH) PAG4772DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAX  
(BGY) AAX4812DHL \*RRYICEBGYHUBMIPESOACPNCYBRU  
(BAH) PAG4327DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAX  
(BAH) PAG5040DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAX  
(BAH) PAG2762DHL BAHHUBACPMLNCRY(MMM)ORGBRU AA  
(BAH) PAG4333DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAC  
(BAH) PAG4094DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAC  
(BAH) PAG9510DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAJ  
(BAH) PAG5413DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAJ  
(BAH) PAG0687DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAJ  
(BAH) PAG3026DHL BAHMXXMALBUP(MMM)NCRYORGCVG(AAJ

MAWB:  [Import Uld](#)

Select the correct ULD, submit the customs AWB and [Import Uld](#).

The mawb is now reloaded as an imported ULD. The mawb remains in the input field and can be

used for another selection of containers regarding this LDM , or select another container and submit a different customs awb. The imported ULD and mawb is now listed as loaded ULD for your selected outbound movement. (You've already selected the outbound movement at the start.). **For belly material you can use the manual reload**

### Hide (archive a movement/mfst)

To hide (remove) a movement manually from your current outbound list

#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action
3	<a href="#">K4244</a>	<a href="#">Flight</a>	BRU	CVG	2014-12-01	2014-12-01 21:10	OPEN	Not Manifested	( AHS3)
12	<a href="#">GFS9008</a>	Truck	BRU	BRU	2014-12-01	2014-12-01 04:30	OPEN	Complete	<a href="#">Hide</a>

figure 116: Hide (archive) a movement-manifest





[Hide](#) to remove the movement manually from your outbound list and it will be archived in the manifest section. For detailed info consult :



[Search Manifest](#) page 121



**Note:** Completed Inbound and outbound mvts are automatically hidden after 12 hrs

**Update outbound**

From the **OUTBOUND** menu,  **Update Outbound**. You can update/correct outbound mvts at your location if the mvt status is open, no premanifest nor manifested and if no dbCore mvt. Select the appropriate outbound movement from the dropdown list and  **Select**

<b>Select Movement</b> GFS9008		<b>Select</b>	
<b>Movement Number</b>	GFS9008	<b>Org - Dst</b>	BRU to BRU
<b>Movement Date (local)</b>	1 Dec 2014	<b>Remarks</b>	
<b>Registration</b>		<b>STA (local)</b>	05:30
<b>STD (local)</b>	04:30	<b>ATA (local)</b>	
<b>ATD (local)</b>		<b>Update</b>	<b>Original</b>
<b>Movement Type</b>	Truck		

figure 117: Update an outbound movement

Make the necessary changes to the Movement,  **Update** to apply the changes to the Movement.  **Original** to ignore the changes made and keep the original Movement details.

**Note:** Correction of a movement type is only possible for a non scheduled mvt)

**Manifest**


Hoover over the **Manifest** menu,  **Search Manifest**, to search for a generated ACS manifest.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT
						<b>Search Manifest</b>			
						Create Transfer Manifest			

## Search Manifest

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	PLANNING LIST	PRINT
Manifest Reference		Movement		Origin	Destination	day	Month	Year	
<input type="text"/>		<input type="text"/>		BRU	---	1	12	2014	
Search									

figure 118: Search a manifest

Enter/select search options: a 'like' functionality on movement level has been implemented.    
 Search. Like functionality in the "Movement" field enter at least 1 letter or digit.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	SCREEN MANIFEST	LOGISTICS PROBLEMS	OWN BRU				
Manifest Reference		Movement		Origin	Destination	day	Month	Year						
<input type="text"/>		BCS		BRU	---	15	6	2012						
Search														
<b>Manifest Search Results</b>														
Manifest Reference	*	Movement	*	Origin	*	Destination	*	Created	+	Print	*	Send	*	Status
BRU120100BCS1040001		BCS1040		BRU		BRU		2012-01-06 09:47		-		-		Processed
BRU120110BCS11240001		BCS1124		BRU		LEJ		2012-01-12 13:30		-		-		Processed
BRU120110BCS8010001		BCS801		BRU		LEJ		2012-01-12 13:34		-		-		Processed
BRU120110BCS11240001		BCS1124		BRU		LEJ		2012-01-13 13:24		-		-		Processed
BRU120110BCS11240001		BCS1124		BRU		LEJ		2012-01-13 13:24		-		-		Processed
BRU120110BCS11240001		BCS1124		BRU		LEJ		2012-01-18 14:55		-		-		Processed
BRU120110BCS11240002		BCS1124		BRU		LEJ		2012-01-18 14:59		-		-		Processed


HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	SCREEN MANIFEST	LOGISTICS PROBLEMS	OWN BRU				
Manifest Reference		Movement		Origin	Destination	day	Month	Year						
<input type="text"/>		13		BRU	---	---	1	2012						
Search														
<b>Manifest Search Results</b>														
Manifest Reference	*	Movement	*	Origin	*	Destination	*	Created	+	Print	*	Send	*	Status
BRU120110BCS11340001		BCS1134		BRU		LEJ		2012-01-12 13:30		-		-		Processed
BRU120110BCS11340001		BCS1134		BRU		LEJ		2012-01-13 13:24		-		-		Processed
BRU120110BCS11340001		BCS1134		BRU		LEJ		2012-01-13 13:24		-		-		Processed
BRU120110BCS11340001		BCS1134		BRU		LEJ		2012-01-18 14:55		-		-		Processed
BRU120110BCS11340002		BCS1134		BRU		LEJ		2012-01-18 14:59		-		-		Processed

figure 119: Manifest list

**Wildcard use.** In the "Movement" field you can use '%' as a wildcard.

HOME	SHIPMENT	PAPERWORK	INBOUND	Warehouse	OUTBOUND	MANIFEST	POD	SCREEN MANIFEST	LOGISTICS PROBLEMS	OWN BRU				
Manifest Reference		Movement		Origin	Destination	day	Month	Year						
<input type="text"/>		T%		BRU	---	14	1	2012						
Search														
<b>Manifest Search Results</b>														
Manifest Reference	*	Movement	*	Origin	*	Destination	*	Created	+	Print	*	Send	*	Status
BRU120114TESTMVT0001		TESTMVT		BRU		CPH		2012-01-14 22:58		-		-		Processed
BRU120114TESTM20001		TESTM2		BRU		CPH		2012-01-14 23:34		-		-		Processed

Manifest Reference:	Enter the Manifest Reference number in this field
Movement:	Enter the complete or part of the mvt nr in this entry field, or use '%' as a wildcard.
Origin:	Select or enter the DHL three letter airport code, station of origin.
Destination:	Select or enter the DHL 3 letter airport code, station of destination.
Day	Select or enter the day = movement operational day (default the current day is populated).
Month:	Select or enter the month (default the current month will be populated).
Year	Select or enter the year (By default the current year will be populated).
<b>Note:</b> Used parameters are kept in memory until you quite the manifest search.	

To view the manifest details  on the Manifest Reference number.

HOME	MAWB	INBOUND	OUTBOUND	MANIFEST	POD	SCREEN MANIFEST	LOGGED IN: PBELLEKE	GTW: BRU										
Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action										
<a href="#">BCS1648</a>	2012-11-27	2012-11-27 00:45	BRU	LEJ	ARRIVED	<a href="#">Create Image File</a>	Complete	n/a (Flight)										
Loaded ULDs	MAWBS	Manifest	Available ULDs	Reload														
Manifest Reference		Created	UserId		Manifest Status													
BRU121127BCS1648N001		2012-11-27 08:57	pbelleke		Prepared													
Manifest is never sent.																		
Send as txt Send as pdf Send as XML																		
Accounts: <input checked="" type="radio"/> All <input type="radio"/> Include <input type="radio"/> Exclude																		
<input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL																		
Manifest has been processed correctly.																		
Manifest BRU121127BCS1648N001																		
Consolidated Consol Ex Acc Transfer HAWB Air Cargo Container Container / Page A / C Iberia A / C by Acc HAWB CBP																		
<table border="1"> <thead> <tr> <th>MAWB</th> <th>Destination</th> <th>Manifested Pieces</th> <th>Total pieces</th> <th>Reloaded Pieces</th> </tr> </thead> <tbody> <tr> <td>12327112013</td> <td>MAD</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table>									MAWB	Destination	Manifested Pieces	Total pieces	Reloaded Pieces	12327112013	MAD	10	10	10
MAWB	Destination	Manifested Pieces	Total pieces	Reloaded Pieces														
12327112013	MAD	10	10	10														

Details on how to print a manifest can be found in section [Print manifest page 78](#).

Details on how to send a manifest can be found in section [Send Manifest page 78](#)


### Print layout of different (pre) manifests

#	Movement	Type	Org	Dst	Mvt Date	STD	Status	Manifest	Action
14	<a href="#">BCS1657</a>	Flight	BRU	LEJ	2014-11-30	2014-11-30 22:40	ARRIVED	Complete	<a href="#">Hide</a>
16	<a href="#">BRU1332</a>	Flight	BRU		2014-11-29	N/A	OPEN	No Content	<a href="#">Delete</a>

Click on the [movement](#) link

Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action		
<a href="#">BCS1657</a>	2014-11-30	2014-11-30 22:40	BRU	LEJ	ARRIVED	<a href="#">Create Image File</a>	Complete	n/a (Flight)		
Loaded ULDs	MAWBS		Manifest			Available ULDs		Reload		
MAWB	Dst	Cs	Container	MAWB Pieces	Reloaded Pieces	Manifested Pieces	PPW	PPW at BRU	PPW at GTW	Image File
<a href="#">61571874460</a>	VLC	C	AAY9231DHL	1	1	1	Done	Done	Done	YES

HOME	MAWB	INBOUND	OUTBOUND	MANIFEST	POD	SCREEN MANIFEST	LOGGED IN: PBELLEKE	GTW: BRU														
Outbound Flight	Mvt Date	STD	Origin	Destination	Status	Pre-Manifest	Manifest Status	Action														
<a href="#">BCS1657</a>	2014-11-30	2014-11-30 22:40	BRU	LEJ	ARRIVED	<a href="#">Create Image File</a>	Complete	n/a (Flight)														
Loaded ULDs	MAWBS	Manifest	Available ULDs	Reload																		
Manifest Reference		Created	UserId		Manifest Status																	
BRU141130BCS1657N001		2014-12-01 09:07	evantich		Prepared																	
Manifest is never sent.																						
Resend IATA Send as txt Send as pdf																						
Accounts: <input checked="" type="radio"/> All <input type="radio"/> Include <input type="radio"/> Exclude																						
<input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL <input type="checkbox"/> EMAIL																						
Manifest has been processed correctly.																						
Manifest BRU141130BCS1657N001																						
Consol Consol Ex Acc Transfer No ULD Transfer HAWB Air Cargo Container Container/Page A/C Iberia A/C by Acc HAWB CBP																						
<table border="1"> <thead> <tr> <th>MAWB</th> <th>Destination</th> <th>Customs</th> <th>Status</th> <th>Manifested Pieces</th> <th>Total pieces</th> <th>Reloaded Pieces</th> </tr> </thead> <tbody> <tr> <td><a href="#">61571874460</a></td> <td>VLC</td> <td>C</td> <td></td> <td>1</td> <td>1</td> <td>1</td> </tr> </tbody> </table>									MAWB	Destination	Customs	Status	Manifested Pieces	Total pieces	Reloaded Pieces	<a href="#">61571874460</a>	VLC	C		1	1	1
MAWB	Destination	Customs	Status	Manifested Pieces	Total pieces	Reloaded Pieces																
<a href="#">61571874460</a>	VLC	C		1	1	1																

 on the preferred manifest type to display and view manifest layout.

Consol	Consol Ex Acc	Transfer No ULD	Transfer	HAWB	Air Cargo
Container	Container/Page	A/C Iberia	A/C by Acc	HAWB CBP	

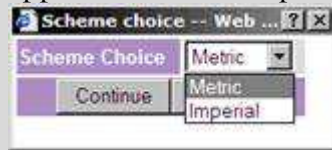
figure 120: Print layout of different (pre) manifests

#### Note:

To view/print a manifest you need Adobe Acrobat plug-in installed on your pc.

When printing a manifest for a movement of which the origin is within USA, a popup box

appears to choose to print in Metric or Imperial scheme.



- When a shipment is reloaded on Mawb level, the Consolidated manifest and the 'Consol Ex Acc' manifest will display the MRN(s) of the Mawb(s) when available.
- If a shipment is reloaded on Hawb level, the Consolidated Hawb and Consolidated HAWB CBP manifest will display the MRN(s) of the Hawb(s) when available.
- All the PDF manifests layouts have been slightly changed, and will now display the STD and the STA of the scheduled movement or manual created movement.

**Consol**: the consolidated (pre) manifest of the selected movement.

**Consol Ex Acc**: the consolidated ex Account (pre) manifest (Info is split by accountcode)

#### Consolidated **Pre-Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGHT	TOT PCS	REMARKS	Customs		
BRU		LEJ	XXX-XXXXXXX	BRU9330	07-Nov-2012		1	354.0 kgs	3	GTW BHX	C		
07-Nov-2012		07-Nov-2012											
13:00h		23:00h											
NO	AWB NBR	PCS	WGT	CONTENTS/TARIFF	VAL	CUST	SHIPPER	ORG	CONSIGNEE	DEST	BAG	OFFICIAL USE	INO
1	815-88130158	3	354.0 kgs	SPARES CABLES		C	DHL LOGISTICS SLOVAKIA SRO	ITS	DHL CANTAS AIR OCEAN	BHX	ACA		1
		3					DIALUNION 2		INTL SQ STARLEY WAY				
							40301 SERVIC		937 7HB BIRMINGHAM				
							SK		United Kingdom				
							Slovakia		RUJ Number:				

#### Consolidated **Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGHT	TOT PCS	REMARKS	Customs		
BRU		LEJ	XXX-XXXXXXXX	BRU9330	07-Nov-2012		1	354.0 kgs	3	GTW BHX	C		
07-Nov-2012		07-Nov-2012											
13:00h		23:00h											
NO	AWB NBR	PCS	WGT	CONTENTS/TARIFF	VAL	CUST	SHIPPER	ORG	CONSIGNEE	DEST	BAG	OFFICIAL USE	INO
1	815-88130158	3	354.0 kgs	SPARES CABLES		C	DHL LOGISTICS SLOVAKIA SRO	ITS	DHL CANTAS AIR OCEAN	BHX	ACA		1
		DIALUNION 2					INTL SQ STARLEY WAY						
		40301 SERVIC					937 7HB BIRMINGHAM						
		SK					United Kingdom						
		Slovakia					SLP Number:						


**Transfer No ULD**: the transfer (pre) mfst without indication of the inbound movement/ULD.

#### Transfer **Pre-Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGHT	TOT PCS	REMARKS	Customs			
BRU		BRU	XXX-XXXXXXXX	GFS9010	08-Nov-2012		1	135.0 kgs	1	GTW JED	X			
08-Nov-2012:		08-Nov-2012												
00:00h		00:00h												
NO	AWB NBR	PCS	WGT	CONTENTS/TARIFF		VAL	CUST	SHIPPER	ORG	CONSIGNEE	DEST	BAG	OFFICIAL USE	NO
1	005-88444003	1	135.0 kgs	HOUSEHOLD GOODS NR			X	PREMIER INT	LIS	SUSANA ISABEL	JED	ACW		1
		SINTRA						JEDDAH						
		null						null						
		Portugal						Saudi Arabia						

#### Transfer **Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGHT	TOT PCS	REMARKS	Customs		
BRU		BRU	XXX-XXXXXXXX	GFS9010	08-Nov-2012		1	135.0 kgs	1	GTW JED	X		
08-Nov-2012		08-Nov-2012											
00:00h		00:00h											
NO	AWB NBR	PCS	WGT	CONTENTS/TARIFF	VAL	CUST	SHIPPER	ORG	CONSIGNEE	DEST	BAG	OFFICIAL USE	NO
1	005-88444003	1	135.0 kgs	HOUSEHOLD GOODS NR		X	PREMIER INT SINTRA	LIS	SUSANA ISABEL JEDDAH	JED	ACW		1
		1					null		null				
							Portugal		Saudi Arabia				


 **Transfer**: a transfer (pre) manifest with indication of the inbound movement/ULD, based upon received reload info of the transfer position.

#### Transfer **Pre-Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGT	TOT PCS	REMARKS	Customs	
BRU		BRU	XXX-XXXXXXX	TRF099	30-Oct-2013		7	30,614.0 kgs	4033	GTW BRU	T1	
30-Oct-2013 00:00h		30-Oct-2013 00:00h										
NO	AWB NBR	PCS	WGT	CONTENTS/TARIFF	VAL	CUST	SHIPPER	ORG	CONSIGNEE	DEST BAG	OFFICIAL USE	NO
1	615-7263901	151 151	3,360.0 kgs	PERISHABLES CASSAVA		T1	SOLENTA AVIATION FRUITS ET LEGUME	DLA	ADELANTEX BRUSSELS BUILDING 737 B-1921 BRU CARGO	BRU	ACHP	1
INBOUND MVT 00002						ULD PA00010HL	null DOUALA Cameroon	1000 BRUSSELS BRU Belgium				
2	615-7263905	119 119	2,405.0 kgs	PERISHABLES CASSAVA		T1	SOLENTA AVIATION ETS WADJSE ET FILS	DLA	ADELANTEX BRUSSELS BUILDING 737 B-1921 BRU CARGO	BRU	ACHP	2
INBOUND MVT 00002						ULD PA0494ZHL	null DOUALA Cameroon	1000 BRUSSELS BRU Belgium				

#### Transfer **Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGT	TOT PCS	REMARKS	Customs	
BRU		BRU	XXX-XXXXXXXX	TRF099	30-Oct-2013		7	30,614.0 kgs	4033	GTW BRU	T1	
30-Oct-2013 00:00h		30-Oct-2013 00:00h										
NO	AWB NBR	PCS	WGT	CONTENTS/TARIFF	VAL	CUST	SHIPPER	ORG	CONSIGNEE	DEST BAG	OFFICIAL USE	NO
1	615-7263901	151	3,360.0 kgs	PERISHABLES CASSAVA		T1	SOLENTA AVIATION FRUITS ET LEGUME	DLA	ADELANTEX BRUSSELS BUILDING 737 B-1921 BRU CARGO	BRU	ACHP	1
INBOUND MVT 00002				ULD PAG0010HL			null COULALA Cameroon		1000 BRUSSELS BRU Belgium			
2	615-7263905	119	2,405.0 kgs	PERISHABLES CASSAVA		T1	SOLENTA AVIATION ETS WADJSE ET FILS	DLA	ADELANTEX BRUSSELS BUILDING 737 B-1921 BRU CARGO	BRU	ACHP	2
INBOUND MVT 00002				ULD PAG494ZHL			null COULALA Cameroon		1000 BRUSSELS BRU Belgium			

 **HAWB**: the HAWB (pre) Manifest shows the MAWB and HAWB details (as scanned).

#### Consolidated HAWB **Pre-Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGT	TOT PCS	REMARKS	Customs	
LEJ		BCN	615-68964420	EAT8D10	09-JUN-2012		1	197.0 kgs	1/2	GTW BCN	T1	
09-Jun-2012 11-Jun-2012												
11:00H 03:00H												
NO	HAWB	PCS	WGT	CONTENTS/TARIFF	VAL	CUST	SHIPPER	ORG	CONSIGNEE	DEST BAG	OFFICIAL USE	NO
NBR												
2	3015690009	1	197.0 kgs	ICONSOLIDATED		T1	UPS SUPPLY CHAIN SOLUTIONS INC	ORD	UPS SUPPLY CHAIN SOLUTIONS	BCN	WCPV	2
		1					100 BUSSE RD		POL IND GRAN VIA SUR			
							SLX GROUVE VILLAGES		HOSPITALIT DE LLOU			
							United States Of America		Spain			

#### Consolidated HAWB **Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGT	TOT PCS	REMARKS	Customs	
LEJ		BCN	615-68964420	EAT8D10	09-Jun-2012		1	197.0 kgs	1/2	GTW BCN	T1	
09-Jun-2012		11-Jun-2012										
18:00h		03:00h										
NO	HAWB	PCS	WGT	CONTENTS/TARIFF	VAL	CUST	SHIPPER	ORG	CONSIGNEE	DEST BAG	OFFICIAL USE	NO
NBR												
2	3015690009	1	197.0 kgs	ICONSOLIDATED		T1	UPS SUPPLY CHAIN SOLUTIONS INC	ORD	UPS SUPPLY CHAIN SOLUTIONS	BCN	WCPV	2
		1					100 BUSSE RD		POL IND GRAN VIA SUR			
							SLX GROUVE VILLAGES		HOSPITALIT DE LLOU			
							United States Of America		Spain			

 **Air Cargo**: the Air Cargo (pre) Manifest of the selected movement.

**AIR CARGO Pre-Manifest**

Owner or : DHL

Operator :

Movement Nbr : D06520

Point of loading : LEJ STD 08-Nov-2012 03:10t

AC registration :

Point of unloading : ABJ STA 08-Nov-2012 04:35t

MASTER AIRWAYBILL	NO Pieces	Description of Goods	GROSS WEIGHT	CUSTOMS STATUS	PRD	REMARKS	SHP D&T
----------------------	-----------	-------------------------	-----------------	-------------------	-----	---------	---------

615-06687881	1	MAIL	10.00 kgs	X	ACPI/M	UNKNOWN	ABJ
615-68080386	3	SPARES	1,635.00 kgs	X	ACPI	UNKNOWN	ABJ

Page Total :

MASTER NO Pieces GROSS WEIGHT

AIRWAYBILL

2 4 1,645.00 kgs

**AIR CARGO Manifest**

Owner or : DHL

Operator :

Movement Nbr : D06520

Point of loading : LEJ STD 08-Nov-2012 03:10t

AC registration :

Point of unloading : ABJ STA 08-Nov-2012 04:35t

MASTER AIRWAYBILL	NO Pieces	Description of Goods	GROSS WEIGHT	CUSTOMS STATUS	PRD	REMARKS	SHP D&T
----------------------	-----------	-------------------------	-----------------	-------------------	-----	---------	---------


615-06687881	1	MAIL	10.00 kgs	X	ACPI/M	UNKNOWN	ABJ
615-68080386	3	SPARES	1,635.00 kgs	X	ACPI	UNKNOWN	ABJ

Page Total :

MASTER NO Pieces GROSS WEIGHT

AIRWAYBILL

2 4 1,645.00 kgs

 **Container** : the Container (pre) Manifest shows the MAWB details per container and is extended with the volume (chargeable) weight: volume weight entered during ppw entry.

**Container Pre-Manifest**

Movement Nbr : D06520

Movement Orig : LEJ

Movement Dest : BRU

08-Nov-2012 03:10t

08-Nov-2012 04:35t

A/C registration :

GDHLF

615-6051543	1(Pcs)	AAX3426DHL : BRU 1(Pcs) 480.0 kgs(Wgt) 480.0 kgs(Vwgt)	AD	ACAI BLD BRU C	CONSOLIDATED TRACTOR SPARES
615-4080393	2(Pcs)	AAX3717DHL : BRU 2(Pcs) 218.5 kgs(Wgt) 218.6 kgs(Vwgt)	CAN	ACAI ZRH BRU T1	MEDICALS
615-6687881	1(Pcs)	AAX3833DHL : LOS 5(Pcs) 68.0 kgs(Wgt) 76.6 kgs(Vwgt)	CPH	ACPI CPH ABJ X	MAIL
615-6686474	3(Pcs)	35.0 kgs(Wgt) 35.0 kgs(Vwgt)	PDE	ACPI FRA NYC X	MAIL
615-7349190	1(Pcs)	21.0 kgs(Wgt) 21.0 kgs(Vwgt)	DOS	ACAI ARN LOS X	MEDICAL INSTRUMENTS
615-4080393	1(Pcs)	AAX4650DHL : BRU 1(Pcs) 109.2 kgs(Wgt) 109.3 kgs(Vwgt)	CAN	ACAI ZRH BRU T1	MEDICALS
615-4080393	4(Pcs)	AAX4236DHL : BRU 4(Pcs) 436.9 kgs(Wgt) 437.1 kgs(Vwgt)	CAN	ACAI ZRH BRU T1	MEDICALS
615-6641343	1(Pcs)	PAG4352DHL : LOS 8(Pcs) 614.0 kgs(Wgt) 614.0 kgs(Vwgt)	QTC	ACPI CIA COO X	PERSONAL EFFECTS
615-6641343	2(Pcs)	160.0 kgs(Wgt) 160.0 kgs(Vwgt)	QTC	ACPI CIA DLA X	PERSONAL EFFECTS
615-6641343	3(Pcs)	206.0 kgs(Wgt) 206.0 kgs(Vwgt)	QTC	ACPI CIA COO X	PERSONAL EFFECTS
615-6641343	2(Pcs)	160.0 kgs(Wgt) 160.0 kgs(Vwgt)	QTC	ACPI CIA DLA X	CHAUSSURES POUR ENFANTS SOLIDE
615-4080393	2(Pcs)	IPAG4583DHL : LOS 10(Pcs) 2,139.5 kgs(Wgt) 2,482.5 kgs(Vwgt)	GME	ACPI HAM ABJ X	SPARES
615-66417961	2(Pcs)	72.0 kgs(Wgt) 133.0 kgs(Vwgt)	CAN	ACPI BSL LOS T1	CHEMICALS NOT RESTRICTED
615-66417923	4(Pcs)	300.0 kgs(Wgt) 360.0 kgs(Vwgt)	CAN	ACPI BSL LOS T1	CHEMICALS NOT RESTRICTED
615-4080393	1(Pcs)	128.0 kgs(Wgt) 128.0 kgs(Vwgt)	F38	BSA SCM BRU T1	CONSOLIDATED

Movement Total : 21(Pcs) 4,064.1 kgs(Wgt) 4,618.0 kgs(Vwgt)

**Container Manifest**

Movement Nbr : D06520

Movement Orig : LEJ

Movement Dest : BRU

08-Nov-2012 03:10t

08-Nov-2012 04:35t


A/C registration :

GDHLF

615-6051543	1(Pcs)	AAX3426DHL : BRU 1(Pcs) 480.0 kgs(Wgt) 480.0 kgs(Vwgt)	AD	ACAI BLD BRU C	CONSOLIDATED TRACTOR SPARES
615-4080393	2(Pcs)	AAX3717DHL : BRU 2(Pcs) 218.5 kgs(Wgt) 218.6 kgs(Vwgt)	CAN	ACAI ZRH BRU T1	MEDICALS
615-6687881	1(Pcs)	AAX3833DHL : LOS 5(Pcs) 68.0 kgs(Wgt) 76.6 kgs(Vwgt)	CPH	ACPI CPH ABJ X	MAIL
615-6686474	3(Pcs)	35.0 kgs(Wgt) 35.0 kgs(Vwgt)	PDE	ACPI FRA NYC X	MAIL
615-7349190	1(Pcs)	21.0 kgs(Wgt) 21.0 kgs(Vwgt)	DOS	ACAI ARN LOS X	MEDICAL INSTRUMENTS
615-4080393	1(Pcs)	AAX4650DHL : BRU 1(Pcs) 109.2 kgs(Wgt) 109.3 kgs(Vwgt)	CAN	ACAI ZRH BRU T1	MEDICALS
615-4080393	4(Pcs)	AAX4236DHL : BRU 4(Pcs) 436.9 kgs(Wgt) 437.1 kgs(Vwgt)	CAN	ACAI ZRH BRU T1	MEDICALS
615-6641343	1(Pcs)	PAG4352DHL : LOS 8(Pcs) 614.0 kgs(Wgt) 614.0 kgs(Vwgt)	QTC	ACPI CIA COO X	PERSONAL EFFECTS
615-6641343	2(Pcs)	160.0 kgs(Wgt) 160.0 kgs(Vwgt)	QTC	ACPI CIA DLA X	PERSONAL EFFECTS
615-6641343	3(Pcs)	206.0 kgs(Wgt) 206.0 kgs(Vwgt)	QTC	ACPI CIA COO X	PERSONAL EFFECTS
615-6641343	2(Pcs)	160.0 kgs(Wgt) 160.0 kgs(Vwgt)	QTC	ACPI CIA DLA X	CHAUSSURES POUR ENFANTS SOLIDE
615-4080393	2(Pcs)	PAG4583DHL : LOS 10(Pcs) 2,139.5 kgs(Wgt) 2,482.5 kgs(Vwgt)	GME	ACPI HAM ABJ X	SPARES
615-66417961	2(Pcs)	72.0 kgs(Wgt) 133.0 kgs(Vwgt)	CAN	ACPI BSL LOS T1	CHEMICALS NOT RESTRICTED
615-66417923	4(Pcs)	300.0 kgs(Wgt) 360.0 kgs(Vwgt)	CAN	ACPI BSL LOS T1	CHEMICALS NOT RESTRICTED
615-4080393	1(Pcs)	128.0 kgs(Wgt) 128.0 kgs(Vwgt)	F38	BSA SCM BRU T1	CONSOLIDATED

Movement Total : 21(Pcs) 4,064.1 kgs(Wgt) 4,618.0 kgs(Vwgt)



 **Container/Page** : the Container/Page Manifest shows the MAWB details per container, (max 1 container per page). The manifest is extended with the volume (chargeable) weight which is the volume weight entered during paperwork entry.

AAC7915DHL : BRU 3(Pcs) 10.0 kgs(Wgt) 10.0 kgs(Vwgt)									
615-81291644	3(Pcs)	10.0 kgs(Wgt)	10.0 kgs(Wgt)	AEI	ACP/ MAD	BRU	C	CONSOLIDATED	
								SHIPMENTER	
								ATTACHED	
								MANIFESTEXPRESS 24	
								HORAS	SAC3

On the Container manifest and the Container/Page manifest following info is displayed:

- The MAWB line shows the volume wgt next to the wgt. In case of a partial shipment the volume wgt for that mawb is divided equally by the total number of pieces from that MAWB and multiplied by the loaded nr of pieces.
- The ULD header shows total volume wgt for the ULD next the total wgt for the ULD.
- The MVT total footer shows the volume wgt next the total wgt for that mvt.

If the volume (chargeable) weight is not available for a MAWB:

- \* The detailed MAWB line will show 'na' for the chargeable weight
- \* The related ULD header will show 'na' for the chargeable weight
- \* The movement total footer will show 'na' for the chargeable weight


 **A/C Iberia** : the (pre) mfst combines and splits data per dest, regardless the customs status.

#### AIR CARGO **Pre-Manifest**

Owner or Operator :	DHL		Point of loading :		LEJ	STD 08-Nov-2012 01:45H		
Movement Nbr :	BCS6276		Point of unloading :		LIS	STA 08-Nov-2012 04:25H		
AC registration :								
MASTER AIRWAYBILL	NO Pieces	Description of Goods	GROSS WEIGHT	CUSTOMS STATUS	PRD	ACC	REMARKS	SHIP DST
615-06503291	1	MEDICALS DRUGS NOT R	228.00 kgs	C	ACA/	AEI	ARNAUD GERMANO SERRAO	LIS
615-06209311	10	AUTO PARTS AUTO PARTS	152.00 kgs	C	ACP/	FTE	UNKNOWN	LIS
155-03839452	124	GARMENTS	364.00 kgs	T1	ACA/	M57	UNKNOWN	LIS
615-72542024	3	GARMENTS	11.00 kgs	T1	ACE/	S14	UNKNOWN	LIS
Page Total :								
MASTER AIRWAYBILL	NO Pieces	GROSS WEIGHT						
4	138	755.00 kgs						

#### AIR CARGO **Manifest**

Owner or Operator :	DHL							
Movement Nbr :	BCS6276		Point of loading :		LEJ STD 08-Nov-2012 01:46H			
AC registration :			Point of unloading :		LIS STA 08-Nov-2012 04:25H			
MASTER NO Pieces Description of Goods GROSS CUSTOMS PRD ACC REMARKS SHIP DST AIRWAYBILL WEIGHT STATUS								
615-06503291	1	MEDICALS DRUGS NOT R	228.00 kgs	C	ACA/	AEI	ARNAUD GERMANO SERRAO	LIS
615-06209311	10	AUTO PARTS AUTO PARTS	152.00 kgs	C	ACP/	FTE	UNKNOWN	LIS
155-03839452	124	GARMENTS	364.00 kgs	T1	ACA/	M57	UNKNOWN	LIS
615-72542024	3	GARMENTS	11.00 kgs	T1	ACE/	S14	UNKNOWN	LIS
Page total :								
MASTER AIRWAYBILL		NO Pieces	GROSS WEIGHT					
4	138	755.00 kgs						

 **A/C by Acc** : the Air Cargo (pre) manifest: data is split by account, regardless customs status.

### AIR CARGO **Pre-Manifest**

Owner or Operator : DHL

:

Movement Nbr : K4246A

Point of loading : LEJ STD 27-Oct-2012 00:00h

AC registration :

Point of unloading : JFK STA 27-Oct-2012 00:00h

MASTER AIRWAYBILL	NO Pieces	Description of Goods	GROSS WEIGHT	CUSTOMS STATUS	PRD	REMARKS	SHIP D&T
615-68813684	2	SPARES AND COMPUTERS	214.47 kgs	T1	ACPI	UNKNOWN	JFK
615-68109451	1	CONSOLIDATED SHIPMENT BUILT UP ONTO 1XMD PQ7 0047 DHL 1PCLOOSE CARGO SLAC86	2,364.75 kgs	X	ACPI	UNKNOWN	JFK
615-68141054	1	1X PORSCHE 911 GT3V N WPOZZZ99ZBS78546PR EBUILT ON PGA0030DDIMS 1X 446X185X128 SLAC1	1,435.00 kgs	X	ACPI	UNKNOWN	JFK

Page Total :

MASTER AIRWAYBILL	NO Pieces	GROSS WEIGHT
3	4	4,014.22 kgs

### AIR CARGO **Manifest**

Owner or Operator : DHL

:

Movement Nbr : K4246A

Point of loading : LEJ STD 27-Oct-2012 00:00h

AC registration :

Point of unloading : JFK STA 27-Oct-2012 00:00h

MASTER AIRWAYBILL	NO Pieces	Description of Goods	GROSS WEIGHT	CUSTOMS STATUS	PRD	REMARKS	SHIP D&T
615-68813684	2	SPARES AND COMPUTERS	214.47 kgs	T1	ACPI	UNKNOWN	JFK
615-68109451	1	CONSOLIDATED SHIPMENT BUILT UP ONTO 1XMD PQ7 0047 DHL 1PCLOOSE CARGO SLAC86	2,364.75 kgs	X	ACPI	UNKNOWN	JFK
615-68141054	1	1X PORSCHE 911 GT3V N WPOZZZ99ZBS78546PR EBUILT ON PGA0030DDIMS 1X 446X185X128 SLAC1	1,435.00 kgs	X	ACPI	UNKNOWN	JFK

Page Total :

MASTER AIRWAYBILL	NO Pieces	GROSS WEIGHT
3	4	4,014.22 kgs

**HAWB CBP**


: the HAWB CBP (Customs Border Protection) (pre) manifest displays the MAWB & HAWB, regardless if scanned on MAWB or HAWB level.

**Consolidated HAWB Pre-Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGT	TOT PCS	REMARKS	Customs		
LEJ		JFK	615-06413971	D0966	26-Oct-2012		1	359.4 kgs	2/14	GTW JFK	X		
26-Oct-2012		26-Oct-2012											
00 00H		00 00H											
NO	HAWB NBR	PCS	WGT	CONTENTS/TARIFF	VAL	CLST	SHIPPER	ORG	CONSIGNEE	DEST	BAG	OFFICIAL USE	NO
1	0000000220	2 8	343.7 kgs	WINE	1.0	1	LOGISTIC SRL VIA DELL'ETTERNA PO 08011 ASSISI Italy	AO	SUPREME WINES SPIRITS LLC 6 CASTLETON ST NY 10503 PLEASANTVILLE United States Of America	JFK	ACR1		1
2	0000000221	2 8	15.7 kgs	CARDIGAN SWEATER CASHMERE	1.0	1	BARY FRANCHI VIA ADRIATICA KM 314 AN 9002 CASTELFIDARDO Italy	AO	BEAU BRUNNEL 347 WEST BROADWAY NY 10013 NEW YORK United States Of America	JFK	ACR1		2

**Consolidated HAWB Manifest**

UPL STN	TRN STN	DEST STN	MAWB/T-FORM	MOVEMENT	DATE	A/C Reg	TOT BAGS	TOT WGT	TOT PCS	REMARKS	Customs			
LEJ		JFK	615-06413971	D0966	26-Oct-2012		1	359.4 kgs	2/14	GTW JFK	X			
26-Oct-2012		26-Oct-2012												
00 00H		00 00H												
NO	HAWB NBR	PCS	WGT	CONTENT/S	TARIFF	VAL	CLST	SHIPPER	ORG	CONSIGNEE	DEST	BAG	OFFICIAL USE	NO
1	000000220	2 8	343.7 kgs	WINE		1.0	X	LOGISTIC SRL VIA DELL'ETTERNA PO 08011 ASSISI Italy	AO	SUPREME WINES SPIRITS LLC 6 CASTLETON ST NY 10503 PLEASANTVILLE United States Of America	JFK	ACR1		1
2	000000221	2 8	15.7 kgs	CARDIGAN SWEATER CASHMERE		1.0	X	BARY FRANCHI VIA ADRIATICA KM 314 AN 9002 CASTELFIDARDO Italy	AO	BEAU BRUNNEL 347 WEST BROADWAY NY 10013 NEW YORK United States Of America	JFK	ACR1		2

To print the manifest use the Adobe Acrobat print  button in the Acrobat menu bar.

**POD****Select POD (search POD)**

Allows to search for a POD based on MAWB / POD Nbr / gateway / account and/or date.

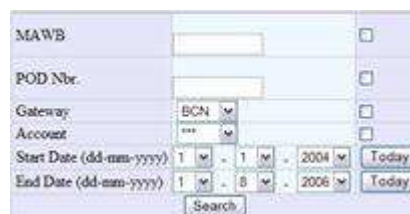

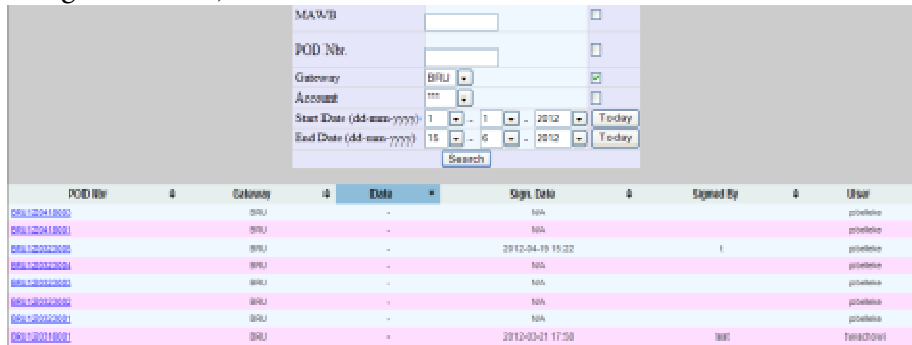


figure 121: Search POD


<b>MAWB:</b>	Enter the MAWB number in this entry field and flag the checkbox
<b>POD Nbr:</b>	Enter the POD number in this entry field and flag the checkbox
<b>Gateway:</b>	Select or enter the gateway where the POD has been created and flag the checkbox.
<b>Account:</b>	Select or enter the account code (** = all accounts), and flag the checkbox.
<b>Start Date:</b>	Default the start/search date is set  to set to the current dt or select/enter another dt.
<b>End Date:</b>	Default the end / search date is set to the current day, but can be manually changed

Enter/select the look-up information and  **Search**, a list with all available POD's (signed and unsigned POD's) will be listed.



The screenshot shows a search form with fields for MAWB, POD Nbr., Gateway, Account, Start Date, and End Date. Below the form is a table of results with columns: POD Nbr., Gateway, Date, Sign Date, Signed By, and User.

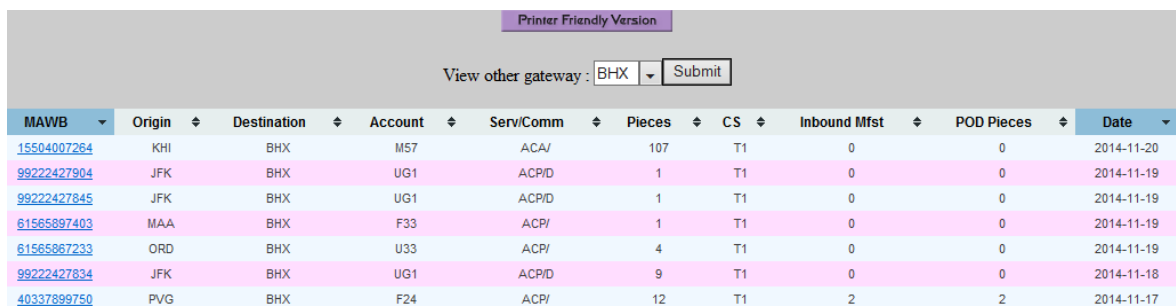
POD Nbr.	Gateway	Date	Sign Date	Signed By	User
9912041800	BRLU	-	N/A		problema
9912041801	BRLU	-	N/A		problema
9912042000	BRLU	-	2012-04-19 15:22	I	problema
9912042001	BRLU	-	N/A		problema
9912042002	BRLU	-	N/A		problema
9912042003	BRLU	-	N/A		problema
9912042004	BRLU	-	N/A		problema
9912041801	BRLU	-	2012-04-11 17:58	MMT	THACHONG

 the POD number to view, print, reprint, and or update the selected POD. For detailed information consult: [New POD page 99](#)

## Planning List (menu)

### Import List

This option will load a list of all import MAWB's for your location.




The screenshot shows a table titled 'Printer Friendly Version' with a 'View other gateway' dropdown set to 'BHX' and a 'Submit' button. The table has columns: MAWB, Origin, Destination, Account, Serv/Comm, Pieces, CS, Inbound Mfst, POD Pieces, and Date.

MAWB	Origin	Destination	Account	Serv/Comm	Pieces	CS	Inbound Mfst	POD Pieces	Date
15504007264	KHI	BHX	M57	ACA/I	107	T1	0	0	2014-11-20
99222427904	JFK	BHX	UG1	ACP/D	1	T1	0	0	2014-11-19
99222427845	JFK	BHX	UG1	ACP/D	1	T1	0	0	2014-11-19
61565897403	MAA	BHX	F33	ACP/I	1	T1	0	0	2014-11-19
61565867233	ORD	BHX	U33	ACP/I	4	T1	0	0	2014-11-19
99222427834	JFK	BHX	UG1	ACP/D	9	T1	0	0	2014-11-18
40337899750	PVG	BHX	F24	ACP/I	12	T1	2	2	2014-11-17

figure 122: Import list

<b>View Other Gateway</b>	Select the gateway you want to view. By default your gtw will be displayed. <b>Note:</b> you can only view gtws of your own country.
<b>MAWB:</b>	The import MAWB, click on the MAWB to go to T&T3 for tracking.
<b>Origin:</b>	DHL three letter airport code, station of origin.
<b>Destination:</b>	DHL three letter airport code, station of destination.
<b>Account:</b>	Three letter code that defines the customer.
<b>Serv/Comm:</b>	Defines the type of service/commodity.
<b>Pieces:</b>	Total number of pieces of the MAWB.
<b>CS</b>	Customs status
<b>Inbound Mfst:</b>	Number of pieces manifested at point of origin or transit.
<b>POD pieces:</b>	Number of pieces already on a POD at destination (local Gtw).
<b>Date:</b>	The operational date for this MAWB .

 **Printer Friendly Version** to open the Import MAWB's list in a new browser window.

 from the browser to print the list.


## Export List

This option will load a list of all export MAWBs of your location.

Printer Friendly Version										
View other gateway : <input type="text" value="BFS"/> <input type="button" value="Submit"/>										
MAWB	Origin	Destination	Account	Serv/Comm	Pieces	CS	Manifested	Date		
<a href="#">61540116720</a>	BFS	STR	D16	ACP/	1	C	0	2014-11-20		
<a href="#">61540116716</a>	BFS	HAM	D16	ACP/	1	C	0	2014-11-20		
<a href="#">61540116705</a>	BFS	HAM	D16	ACP/	1	C	0	2014-11-20		
<a href="#">61540116694</a>	BFS	LEJ	D16	ACA/	2	C	0	2014-11-20		
<a href="#">61540116635</a>	BFS	CMN	D16	ACP/D	19	X	0	2014-11-20		
<a href="#">61519965046</a>	BFS	EMA	HAD	BSA/	2	C	0	2014-11-20		
<a href="#">61519965035</a>	BFS	EMA	HAD	BSA/	4	C	0	2014-11-20		

figure 123: Export list

<b>View Other Gateway</b>	Select the gateway you want to view. By default your gtw will be displayed. <b>Note;</b> you can only view gtws of your own country.
<b>MAWB:</b>	The export MAWB, click on the MAWB to go to T&T3 for tracking.
<b>Origin:</b>	DHL three letter airport code, station of origin.
<b>Destination:</b>	DHL three letter airport code, station of destination.
<b>Account:</b>	Three letter code that defines the customer.
<b>Serv/Comm:</b>	Three letter code that defines the type of product.
<b>Pieces:</b>	Total number of pieces of the MAWB.
<b>CS</b>	Customs status
<b>Manifested:</b>	Number of pieces manifested at the your (local) Gateway.
<b>Date:</b>	Defines the operational date for this MAWB .

 **Printer Friendly Version** to open the Export MAWB's list in a new browser window.

 **Print** from the browser to print the list.

## Reload List

This option will show (new browser window) a list of MAWBs available for reloading.

MAWBS Available for Reload															
View other gateway : <input type="text" value="BRU"/> <input type="button" value="Submit"/>															
MAWB	ORG	DST	ACC	SRV/C	PCS	WGT	RLD PCS	CNT#	RLDPCS	CNT#	MVT	Date	Blocked	Reason	
<a href="#">61507980792</a>	BRU	LEJ	TST	ACA/	5	400						2012-06-13	NO		
<a href="#">61507980836</a>	BRU	BAH	TST	ACA/	2	400						2012-06-13	NO		
<a href="#">61507980884</a>	BRU	LEJ	TST	ACA/	10	500						2012-06-14	NO		
<a href="#">61507980906</a>	BRU	LEJ	TST	ACA/	5	250						2012-06-14	NO		
<a href="#">61507980934</a>	BRU	LEJ	TST	ACA/	5	250						2012-06-14	NO		
<a href="#">61507980963</a>	BRU	LEJ	TST	ACA/	10	2000						2012-06-14	NO		
<a href="#">61507980976</a>	BRU	BAH	TST	ACA/	5	250						2012-06-14	NO		
<a href="#">61507980980</a>	BRU	LEJ	TST	ACA/	10	2000						2012-06-14	NO		
<a href="#">61507981002</a>	BRU	LEJ	TST	ACA/	10	2000						2012-06-14	NO		
<a href="#">61507981035</a>	BRU	LEJ	TST	ACA/	6	1000						2012-06-13	NO		

figure 124: Reload list

<b>View Other Gateway</b>	Select the gateway you want to view. By default your gtw will be displayed. <b>Note;</b> you can only view gtws of your own country.
<b>MAWB:</b>	The available MAWB for reload, click on the MAWB to go to T&T3 for tracking.
<b>Org:</b>	DHL three letter airport code, station of origin.

<b>Dst:</b>	DHL three letter airport code, station of destination.
<b>Acc:</b>	Three letter code that defines the customer.
<b>SERV/C:</b>	Defines the type of service/commodity.
<b>Pcs:</b>	Total number of pieces of the MAWB.
<b>Wgt</b>	Total weight of all pieces on the MAWB
<b>Rld Pcs:</b>	The total number of pieces reloaded for this MAWB.
<b>CNT#:</b>	The container nr where the pieces have been loaded in.
<b>MVT</b>	Movement
<b>Date:</b>	Defines the operational date for this MAWB .
<b>Blocked:</b>	Indication if shipment is blocked Y or N
<b>Reason:</b>	Block reason

### Transfer List

This option will show (new browser window) a list of MAWBs available for transfer that will pass your GTW. This information is based on the allocated ULD(s) of an inbound movement for your location, if the MAWB destination is different than the destination of the movement.

MAWBS Available for Transfer											
MAWB	Flight	Container	ORG	DST	ACC	SRV/C	PCS	CS	Date	Status	
99221293532	BCS6158	PAG1729ER	ATL	SV0	UU4	ACPD	5	T1	2011-08-08	OPEN	
61588709876	AMS1005	G1572	AMS	TAS	IAS	ACP/	2	T1	2011-08-09	ARRIVED	
61587737042	D06520	AAX3312DHL	HAM	ABJ	GME	ACP/	7	T1	2011-08-09	ARRIVED	
61587738073	D06520	PAG4283DHL	LEJ	ACC	GME	ACP/	1	X	2011-08-09	ARRIVED	

figure 125: Transfer list

<b>MAWB:</b>	Defines the transfer MAWB, click on the MAWB to go to T&T3 for tracking.
<b>Flight:</b>	Defines the inbound movement number
<b>Container:</b>	Defines the ULD where the freight is loaded in
<b>Org</b>	DHL three letter airport code, station of origin.
<b>Dst:</b>	DHL three letter airport code, station of destination.
<b>Acc:</b>	Three letter code that defines the customer.
<b>SRV/C:</b>	Service/Commodity.
<b>Pcs:</b>	Total number of pieces of the MAWB.
<b>CS:</b>	Defines the customs status of the MAWB.
<b>Date:</b>	Defines the operational date for this MAWB (Date format = mm/dd/yy).
<b>Status</b>	Defines the inbound movement status.



## Print (menu)

### Print label

From the Print menu select **Print Label**, the following pop up window will appear.

Fill in the mawb nr

- \* if the mawb is known all data fields are populated
- \* if mawb unknown: fill in/select info for all fields

flag 'show pieces' ☒ to print pcs amount on labels

Select the Avery type

- \* 3483 (10.5cmX14.8cm – 4.1”X6.2”)
- \* 5168 (8.8cmX12.6cm – 3.5”X5”)

\* first page to be printed: it allows you to deselect a number of labels to keep the remainder label(s). (E.g.: if the piece count of the previous print is 3, your first page of the next print will only have 1 label on it, thus deselect 3 on above window so only the available label remains green.)

To deselect a label, , it changes to .

Select '**Ignore modulo 7 Check**' if the MAWB is not Modulo 7 check compliant

to print the shipment label(s).

to reset all values.

**Label**

MAWB

Pieces

Show Pieces ☒

Destination

Origin

Airline

Service

Commodity

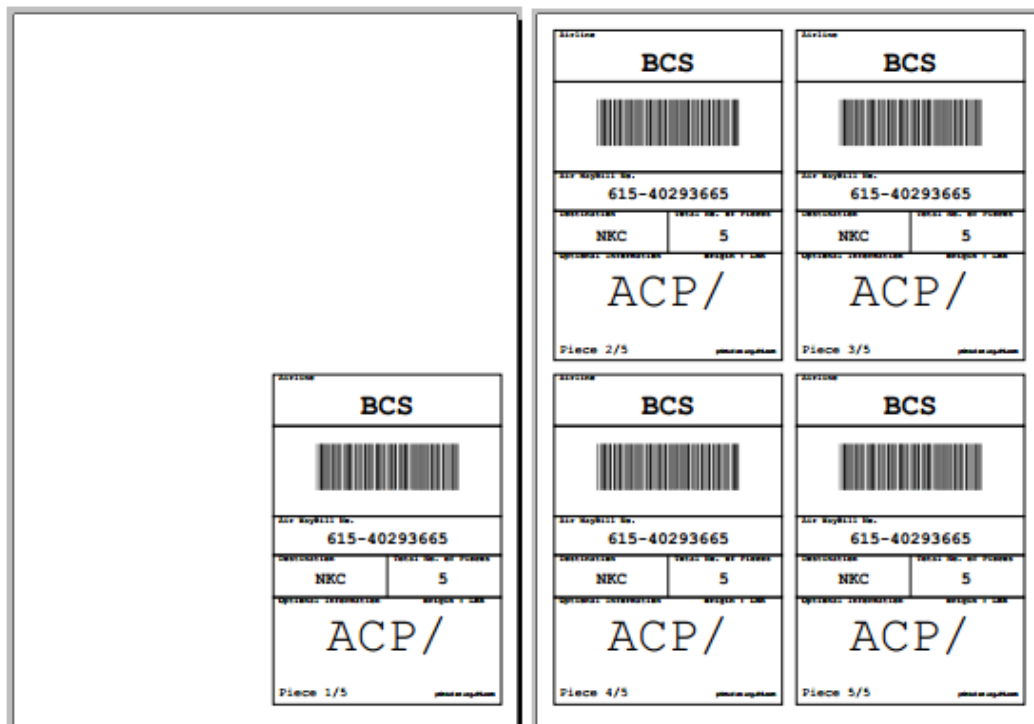
Avery type  
☒ 3483    ☐ 5168  
☐ Ignore modulo 7 check

page 1 layout

**Print on Datamax**

TEST PRINTER BRU

figure 126: Print label



## Print Barcode

From the Print menu select **Print Barcode**, the following screen will appear.

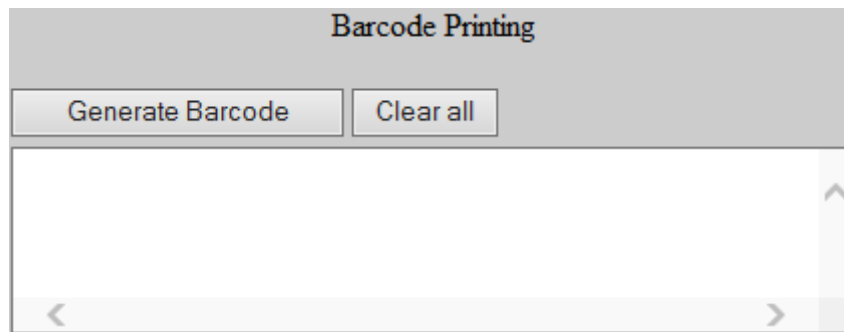


figure 127: Print barcode

Fill in the free text field the mawb(s) to print a barcode(s) in a PDF doc.

Click  **Generate Barcode** and following PDF document will be displayed in order to print.



## Hospital Area Label



Especially for LEJ HUB: ACS shipments which cannot be scanned and re-labeling is needed arrive at the hospital area but require too much manual intervention. To solve this, a new screen with input box is created where the user can enter mawb(s) (by hand-scanner or by keyboard) after which the information is automatically retrieved and printed with barcode on a label. Users will be able after configuration to print on (data max) printers available in their location. Fill in the mawb, select from the dropdown box the data max printer and  **Print Label** to print shipment label(s), or  **Clear all** to reset.



figure 128: Hospital Area print label